

How to access WC eMail

On the web browser of your choice (Chrome is preferred) go to the following website:

<https://mail.wc.k12.wi.us/owa>

Then you should see a window like below:

The screenshot shows the Outlook Web App login interface. On the left is a blue vertical bar with the Outlook logo. The main area is white with the text "Outlook® Web App" in blue. Below this are two input fields: "Domain\user name:" containing "wc\" and "Password:". A "sign in" button with a right-pointing arrow is below the fields. Three green stars with numbers 1, 2, and 3 are overlaid on the image. Star 1 points to the username field with a callout bubble containing the text "type wc\ then your username example: wc\louitri". Star 2 points to the password field with a callout bubble containing "type your password". Star 3 points to the "sign in" button with a callout bubble containing "Hit return on your keyboard or click 'sign in'". A red-bordered box at the bottom right contains a note about language and time zone selection. A large green star at the bottom left contains contact information for Ms. Louis.

1 type **wc**
then your **username**
example: **wc\louitri**

2 type
your
password

3 Hit return on your
keyboard or click
"sign in"

Note:
The **FIRST** time you use
WC email you will be
asked to chose your
language and the time
zone. Please select
"Central Time US."

If you have
questions,
please contact
Ms. Louis.