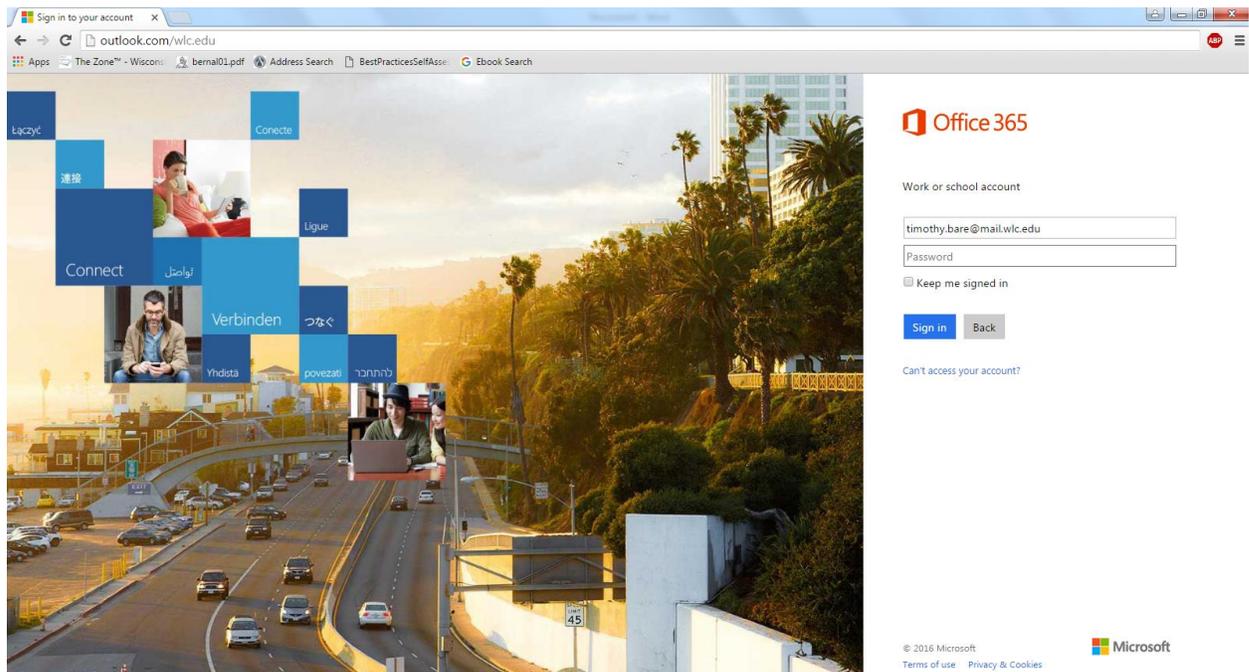


Logging into your WLC Microsoft Office 365 Outlook Account

- 1) In the address bar of your preferred browser go to www.outlook.com/wlc.edu where you will see the following Microsoft Office 365 webpage:

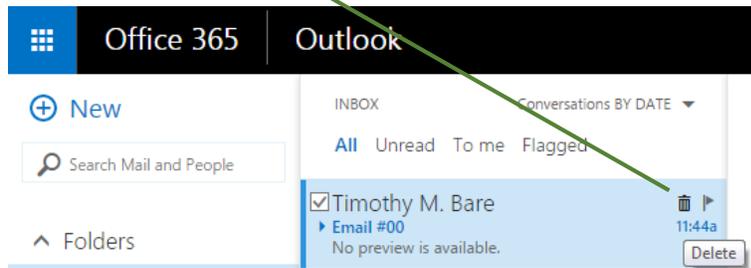


- 2) In the first text box, enter your WLC Email Address. The default pattern for a WLC email is: **firstname.lastname@mail.wlc.edu** – in the above example, **timothy.bare@mail.wlc.edu** is being used.
- 3) Enter your password into the second text box. The default password for all accounts is **\$12345678a** – this can be changed when logging into
- 4) Left-Click the **Sign in** button, and you will be logged into your account.

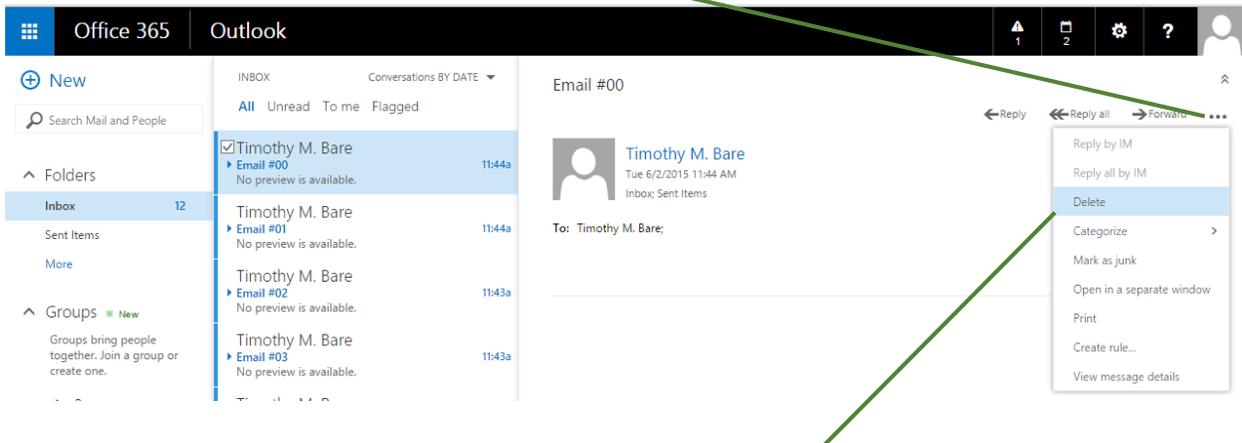
Deleting Emails from your WLC Microsoft Office 365 Outlook Account

To delete an individual email:

- 1) Hover your cursor over the email in your Inbox you would like to delete.
- 2) Locate and Left-Click on the **Trash Bin** icon in the upper right hand side of the email box.



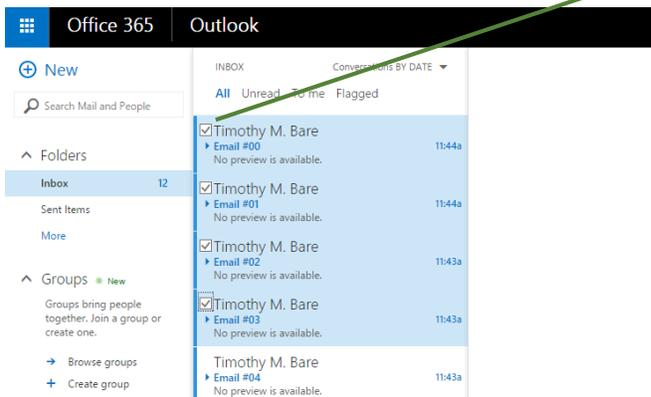
- 3) Alternatively, you can Left-Click on the **Ellipsis** located on the right hand side of an email.



This will bring up a drop-down menu with the option to **delete** the email currently being viewed.

To delete multiple emails:

- 1) Hover the cursor over the email in your Inbox you would like to delete.
- 2) Left-Click on the **Check Box** located in the upper left hand corner.
- 3) Repeat these two steps, *selecting* the **Check Box** of every email in the Inbox you wish to delete.



Note: This can be achieved by holding down *Ctrl* and then *Left-Clicking* on each individual email you wish to delete. Also, if you are deleting emails that are all listed in a row within your Inbox, hold down *Shift* on your keyboard and *Left-Clicking* on the *FIRST* and *LAST* email in the list. For example, by *Shift+Left-Clicking* Email #00 and then Email #03, the same result is achieved.

