



Please follow the instructions below to access your account.

1. Go to the **sign--in** page, <https://portal.office.com>
If that doesn't work, visit: login.microsoftonline.com

2. Sign in with your **password**

3. If you are accessing your account for the first time, follow the instructions on the sign in page to **create a new password**.
(Temporary passwords are valid for 60 days).

All WCMail email addresses are set up as:
firstname.lastname@williamsoncc.edu

Please contact Kristen Varner at kristen.varner@williamsoncc.edu
if you have any difficulties accessing your email account.

Do not share your login credentials with anyone.



GLOBAL STUDENT EMAIL POLICIES

Assignment of email address

Individuals will be issued an official Williamson College student email address (WCMail) at Student Orientation. This email account will become active upon enrollment and subsequent attendance.

Student responsibilities

Official correspondence from faculty and staff will be communicated through the Williamson College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student's convenience, Williamson College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over WCMail, even if there is a problem with the alternate email services.

Users are expected to have read the Williamson College Computer Use and File Sharing Policy (attached) prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in disciplinary action including revocation of system privileges.

Student rights

Students may use their account for personal email in accordance with the Williamson College Computer Use Policy.

Security

WCMail provides a secure sign-on and secure transfer of email within the WC Mail system. However, students should be aware that Williamson College cannot be responsible for the security of information forwarded to other accounts.



COMPUTER USE AND FILE SHARING POLICY

Williamson College allows students to access school computers in the library for research purposes and word processing capabilities. Online access to the college's Learning Management System (LMS) can also be accessed through library computers. Additionally, these computers are used to administer testing services when needed. It is the students' responsibility to appropriately use the college's network and any hardware or software owned by the college. The college takes computer misconduct seriously and students found guilty of wrongdoing may be subject to sanctions. Additionally, all students are required to have their own laptops per the school policy noted in the catalog. Students are informed of this policy during the admissions process.

The following information related to Computer Use and File Sharing appears in the Campus Safety Security report released annually by Williamson College. It related to violation of local, state, and/or federal law or College regulations, including but not limited to:

- Unauthorized use of computers owned and operated by Williamson College, defined as transmitting, viewing, publishing, displaying, retrieving, or storing any information that is considered in violation of local, state, or federal law (including violation of federal copyright laws);;
- transmitting, viewing, publishing, displaying, retrieving, or storing any information or material that is profane, obscene, physically or sexually explicit, or that describes or displays conduct that would be considered inappropriate for general public viewing;;
- transmitting, publishing, displaying, retrieving, or storing information that could reasonably be construed to create an offensive or hostile educational and/or work environment for members of a particular sex, creed, or nationality.

The College uses a third--party for IT services. Representatives from the company are invited to periodically present informational sessions on computer safety and identity protection to employees and students.