

Instructions for Setting Up Your NWC Outlook Email Account

Step 1: Click on the link below:

<https://www.office.com/>

Step 2: Click on the button that says, “Sign In”.

Step 3: Enter your email address, for example jdoe@nwc-connect.org, and click “Next”. (In most cases, your address will be your first initial and last name.)

Step 4: Enter your temporary password, for example, TP 1234, and click “Next”

Step 5: Decide whether to save your login credentials

If you are the only person who uses the device you are using to access this account, say “Yes” when you are asked “Stay signed in?”. If other people use the device, choose “No.”

Step 6: Click on the Outlook Icon:

There is a column of icons at the left side of the screen; click on the one that looks like this:



Your mailbox will open, and you will be able to select and read your messages.

Remember, managing email communications professionally and securely is an important workplace skill. Learning how to do this will help you be successful.



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