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.
Upon selecting multiple emails, the email viewport will then display the following:

*Left-Click* on the button labeled **Delete** to move your emails into your Trash Bin.

To empty your entire inbox:

1) Hover your cursor over the **Inbox Folder** in the leftmost navigation pane and *Right-Click*.

2) From the Dropdown Menu, *Left-Click* on **Empty Folder**. The following box will pop-up:

3) *Left-Click* the **OK Button** to empty your entire Inbox to the **Deleted Items Folder**. The same process can then be repeated with the **Deleted Items Folder** to permanently delete the emails from your account. Permanently deleting emails is typically unnecessary, and being able to access older emails can prove useful.