

Walla Walla Community College
Student Email Policy
Policy Number: 7030

Purpose

This policy is intended to ensure that students have access to official electronic communication from the college and understand their responsibilities related to this form of communication. Walla Walla Community College provides email accounts to students as a tool for sharing important information regarding registration, financial aid, deadlines, student life, and more. Email allows the college to communicate quickly and efficiently and provides standardized, consistent communication with Walla Walla Community College students. The student email accounts are cost-effective and environmentally friendly. Walla Walla Community College has selected an email system that is accessible over the Internet through standard browsers in order to provide universal access to all students. In order to ensure all students have access to this important form of communication, student email is accessible from anywhere there is an available Internet connection.

Scope

Student email will be available to all currently enrolled students.

Policy

- ***Use of Student Email***

An official Walla Walla Community College email address is required for all students and is generated upon receipt and processing of their applications. The College has the right to send official communications to these email addresses. The College will use this address for official communications with all students.

The College expects that every student will receive email at the student's College email address and will read email on a frequent and consistent basis. A student's failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

All use of email will be consistent with other Walla Walla Community College policies including Policy 8030 – Information Resources Acceptable Use Policy.

- ***Access to Student Email***

Students who are not in possession of a personal computer and/or other mobile device with Internet access can use computers available in the open computer labs at the College or at the local library.

- ***Re-directing/Forwarding of Email***

Students may elect to redirect (auto-forward) email sent to their College email address. Students who redirect email from their official College email address to another address do so at their own risk. The College is not responsible for the handling of email by outside service providers. If email is lost because of forwarding, it does not absolve the student of the responsibilities associated with communications sent to their official College email address.

Procedure – Getting Started for Students - Accessing the Outlook Web App for Office 365

The Outlook Web App (OWA) is the web-based email client for Office 365. In order to access OWA, open a supported web browser and go to www.wwcc.edu/email.

Each time you go to www.wwcc.edu/email, the following will be required:

1. In the **User Name** field, type your **WWCC SID@wwcc.edu** (814999999@wwcc.edu/)
2. In the **Password** field, type your **WWCC NetID password**.
3. Click **Sign In** to open the Outlook Web App.

Policy Contact: _____

Approved by: President _____

Date Originally Approved: December 28, 2020 _____

Last Reviewed/Revised: _____