

How do I access myMCTC E-mail?

Once you have accessed the myMCTC website simply click the link “access your MCTC E-mail” to be directed to the Outlook LIVE login screen.

Why is MCTC using Outlook Live?

Like many higher education institutions MCTC is implementing the services of Microsoft Outlook Live to provide a premium e-mail service to our students as well as faculty and staff. Within this e-mail web application you will be able to access the e-mail of your professor, classmates, and staff here at MCTC (unless they have otherwise indicated that wish their information to be kept private.)

What is my Windows Live ID?

Your Windows Live ID is your full MCTC E-mail address: username@mctc.edu and your default password is your original computer generated password that can be obtained by visiting the MCTC IS Help Desk in room B5 of the MCTC Building on the main Marshall campus, or by calling 304-696-4000 (Monday-Friday 8:00 a.m. – 4:30 p.m.).

When I try to log in it loads my LIVE.COM/HOTMAIL.COM e-mail instead!

Individuals who in the past have created a Windows Live ID or utilize the mail features of Live.Com and Hotmail.Com and have saved their login information will need to log out of that service and choose the “sign in as a different user link”.

I got my Username/Password but they are not working, what do I do?

The first suggestion is to verify that you are using ALL CAPS for your initial password as this password is case sensitive and was generated in all caps. If for some reason your password continues to not authenticate you to the Outlook Live service, please contact the MCTC IS Help Desk in room B5 of the MCTC Building on the main Marshall campus, or by calling 304-696-4000 (Monday-Friday 8:00 a.m. – 4:30 p.m.).

Can you release my username/password in e-mail please?

Due to security concerns and as a matter of Information Services Policy we do not release account information via e-mail. For account information please contact the MCTC IS Help Desk in room B5 of the MCTC Building on the main Marshall campus, or by calling 304-696-4000 (Monday-Friday 8:00 a.m. – 4:30 p.m.).

Once I log in how do I set up my profile?

Visit <http://www.mctc.edu/myMCTC> and click the profile configuration guide.