

To login to your Mountwest email, follow the following steps:

1. Go to [www.mctc.edu](http://www.mctc.edu)
2. Click on the “**Email**” link along the top, center of your screen
3. You should see the Microsoft Outlook sign-in page
4. Enter your full email address – including “**@mctc.edu**” – and submit
5. Enter the password given to you by the Mountwest IT HelpDesk.
  - o If you do not have this password and/or your email address, please visit room the IT HelpDesk in room 108 or call 304-710-3471 for assistance.
  - o Please note that passwords are case-sensitive. Enter it exactly as the IT HelpDesk has indicated.
6. If this is your first time logging into your email account, you will be prompted to change your password.
7. Your new password MUST have the following traits:
  - o Have at least 9 characters
  - o Include at least one upper-case letter
  - o Include at least one number
  - o It also cannot include any part of your name - first name and/or last name.
  - o For added security, the IT HelpDesk recommends that your new password contains upper and lower-case letters, numbers, and at least one special character, as demonstrated in the word **P@ssw0rD**.
8. It may take a few tries to have a password accepted. Please refer to the restrictions mentioned above to ensure your new password meets these criteria.
9. Once a new password has been accepted, you will then need to select your time zone (only for the first time you login).
10. Select the drop-down menu and scroll until you see “**Eastern Time Zone.**” Select this and submit.
11. Once you do this, you should see your inbox. To login to your Mountwest Email account in the future, you just need to go to [www.mctc.edu](http://www.mctc.edu), click on the “Email” link, enter your full email address and your new password. Then you will be taken directly to your inbox.

You can also put your Mounwest email account on your smartphone, if desired. Please reference the directions for installing Outlook on your smartphone for more information.

If you should require account assistance, please call 304-710-3471, visit the IT HelpDesk in room 108, or go to <http://cs.mctc.edu>.