

To login to your Mountwest email for the first time:

1. Go to www.mctc.edu

2. Click on '**Student links**' at the top of the Mountwest homepage and select the icon for MCTC Email on the next page. You can also hover over '**Student Links**' with your cursor and a drop-down menu will appear. From the drop-down menu, you can select '**EMAIL**'.

3. You will be redirected to the Microsoft Outlook login page.

4. Enter your full email address provided to you by Student Services— including “**@mctc.edu**” – and click 'Next'.

5. For new students, your initial/temporary password will be: **Mtw+6 digit birthdate+!**

Example - For a student whose birthday is February 8th, 2002, your password will be: Mtw020802!

6. If this is your first sign-in, you will be prompted to setup two secondary authentication methods. The self-service password reset utility will use these to verify your identity if you forget your password or your password expires. You will select 2 of the 3 options:

- o Cell phone – Can select a text message or phone call.
- o Email – a personal email account that is not your MCTC account.
- o Microsoft Authenticator App - phone app that can be used for quick and seamless authentication.

7. If this is your first sign-in, you will now be prompted to change your temporary password.

Your new password **MUST** have the following traits:

- ▶ Have at least 10 characters
- ▶ Include both upper-case and lower-case letters
- ▶ Include at least one number
- ▶ Include a special character (#\$@!&*)

The new password cannot include any part of first and/or last name.

8. Once a new password has been accepted, you will be prompted to select your time.

9. You should now be signed into your Mountwest email account.

If additional help is needed, you can call the Mountwest IT Helpdesk at 304-740-3470 or visit us in room G12. You can also submit a support ticket at <https://support.mctc.edu/> and one of our technicians will be reach out to you.