Waterford CFE Student Email Accounts.
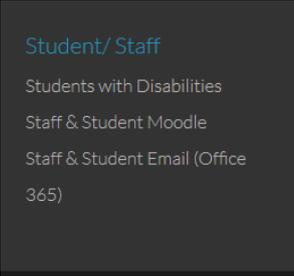
Step 1.

There are two ways to open Waterford CFE student email.

OPTION 1	OPTION 2
Go to the WCFE college website www.wcfe.ie – scroll down the bottom of the page - on the right hand side menu is "Staff & Student Email (Office 365) – you can use any Internet browser.	Alternatively, type the following address;
Student/ Staff Students with Disabilities Staff & Student Moodle Staff & Student Email (Office 365)	**https://portal.microsoftonline.com/** *This address must be inputted exactly as above.*

Step 2.

The screen you will see;
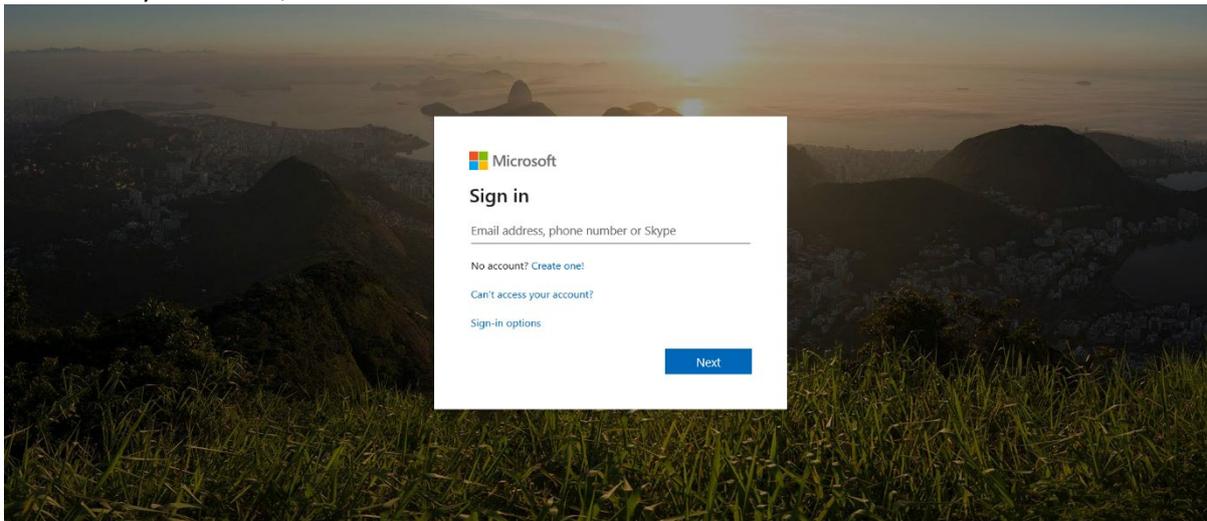
NB – once you type your email address the background image will change to a large logo of WWETB.

Step 3 - Login Details.

Students your login details are similar to those used for logging into college computers but you will have to include "@wwetb.ie" at the end of your student id number

For example;

Login Name: 2019xxxx@wwetb.ie

Password: - you will be given a password. Don't forget you password as college administration does not have access to you password. ithelpdesk@wwetb.ie is the only location that passwords can be changed if not working.

Step 4.
You will be asked to set up region information e.g. GMT Dublin. Setting this is important for backup purposes.

Step 5.
Once you've logged in you will see something similar to this screen. This allows you to download Microsoft Office (top right hand corner) for the duration of you being a student in Waterford CFE.
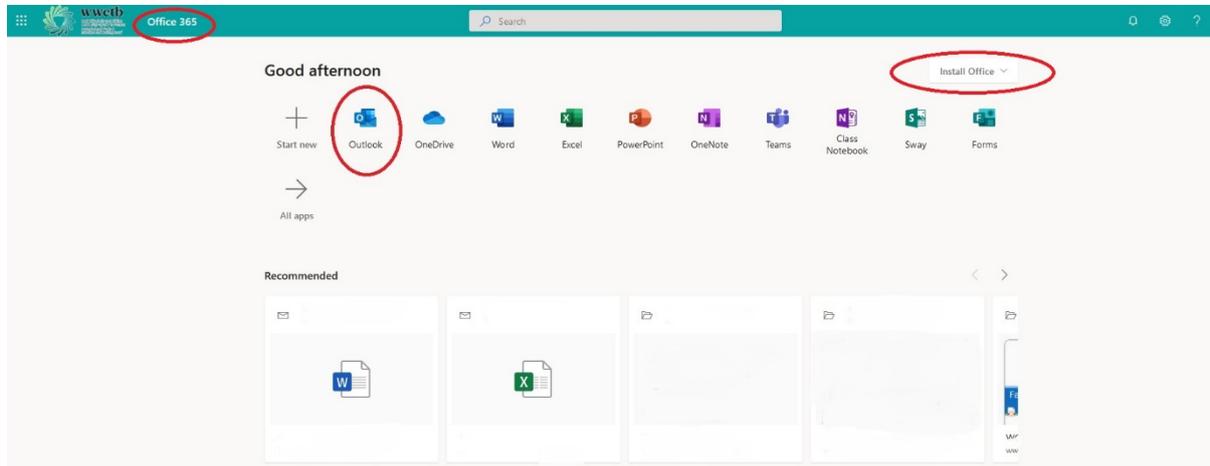
If this screen does not open when you want to return to it later just press on "Office 365" on the top left hand corner of your screen.

Step 6.
To access your email you may need to [⊞] button – note it is not always in the same location of the screen. Pressing this button give you access to the various different elements of Office 365 – email, calendar, email addresses, MS-Word online web application, MS-Excel online web application and several more online applications (which work without being installed).

Additionally OneDrive supplies you with 1TB of online storage.

Step 7.
This is important – you need to activate your OneDrive storage in order for online Word, Excel etc. to work.

Just press on the OneDrive button – and answer any question you are asked. Once done you can then open Word etc. and your documents automatically get saved to OneDrive cloud storage (thus no more USB drives).