HOW TO ACTIVATE YOUR WOOSTER E-MAIL ACCOUNT

Your Wooster e-mail account is where you will receive official communications from the College, including messages from your professors and College offices, e.g., the Dean of Students and Campus Life. It will be an active e-mail account for as long as you are enrolled. You may utilize other e-mail services and accounts; however, you are responsible for checking your Wooster e-mail frequently. As a new student, you already have one or more important messages from the College awaiting you in your Inbox.

Before you login to your Wooster e-mail account you will need to change the password provided in your “Welcome to Wooster” letter to something that is secure and easy to remember.

How do I do this?

Step 1: Review our password guidelines
You can find them on the Information Technology website
https://wiki.wooster.edu/display/itdocumentation/Passwords After you review them, think of a password that meets our requirements for a good password.

Step 2: Setup your account information

- Go to http://technology.spaces.wooster.edu
- Click on the Change Your Password link.
- Enter your login/username (your login/username is the portion of your e-mail address before the @ symbol. For example: cwooster21).
- Enter the password that is included in the enclosed letter as your current password.
- The first time you connect you will be asked to setup your secret questions and answers. You will be asked to enter a secret question of your own, and pick four (4) questions from a provided list. Please choose questions that are easy for you to remember, but difficult for others to guess. Save the responses.
- The next screen will ask you to submit two (2) more questions. These questions will be used to help identify you if you call the help desk for assistance. Save the responses.
- Once you have completed the questions you will be placed at the main menu. To complete initial setup you must update your profile. Click Update Profile.
- To enable self-service password reset we need to have a way to communicate with you outside of your Wooster email address. On the Update Profile page we ask for an alternate email address, and a phone number capable of receiving text messages. We will use the information to send you a new password. When finished, click update. Then click Continue.
Step 3: Change your password

- At the Main menu, click Change Password.
- Using the password guidelines outlined in the first step, enter a new password, type the password again for confirmation, click change password.
- Once you receive the confirmation page click continue.

Step 4: Login to your Wooster e-mail account.

There are two ways to access e-mail at Wooster:

- In a web browser, type in http://email.wooster.edu or
- Go to the Wooster homepage at www.wooster.edu and click on the E-mail link in the bottom line of the web site.

Login using your email address and your new password.

What else should I know?

- Your username and password are used to access more than e-mail. You will use your username and password to connect to the network when on campus, access the course schedule, register for classes, and check your grades online. You will also use this password for taking placement exams during summer registration.
- **Passwords typically are set to automatically expire every 120 DAYS.** You will receive a notice via your Wooster email to change your password before it expires.

What if I have questions or need help?

If you have any questions or problems accessing your e-mail account, or need help resetting your password, please contact the Help Desk by phone at 330-287-4357 (HELP) or via e-mail at helpdesk@wooster.edu.