

## ACCESSING EMAIL ONLINE: FOR RETIREES

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### HOW TO ACCESS EMAIL ONLINE

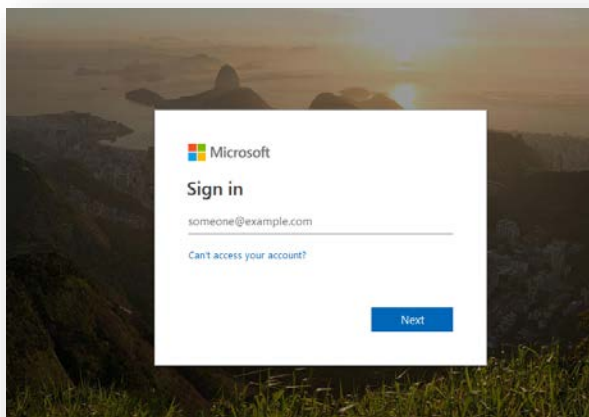
### QUESTIONS?

## HOW TO ACCESS EMAIL ONLINE

1. Open a browser (e.g. Explorer, Safari, Firefox, Chrome)



2. In the address bar, type [outlook.office365.com](https://outlook.office365.com)
3. Log in
  - a. Email: *myWSUID@wichita.edu* (e.g. A123Z987@wichita.edu)
  - b. Your *myWSU* ID Password.



## QUESTIONS?

### Contact information

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Password Assistance:

- ITS Technology Help Desk: (316) 978-HELP or [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu)