

Setting up your CWU Outlook and MyCWU

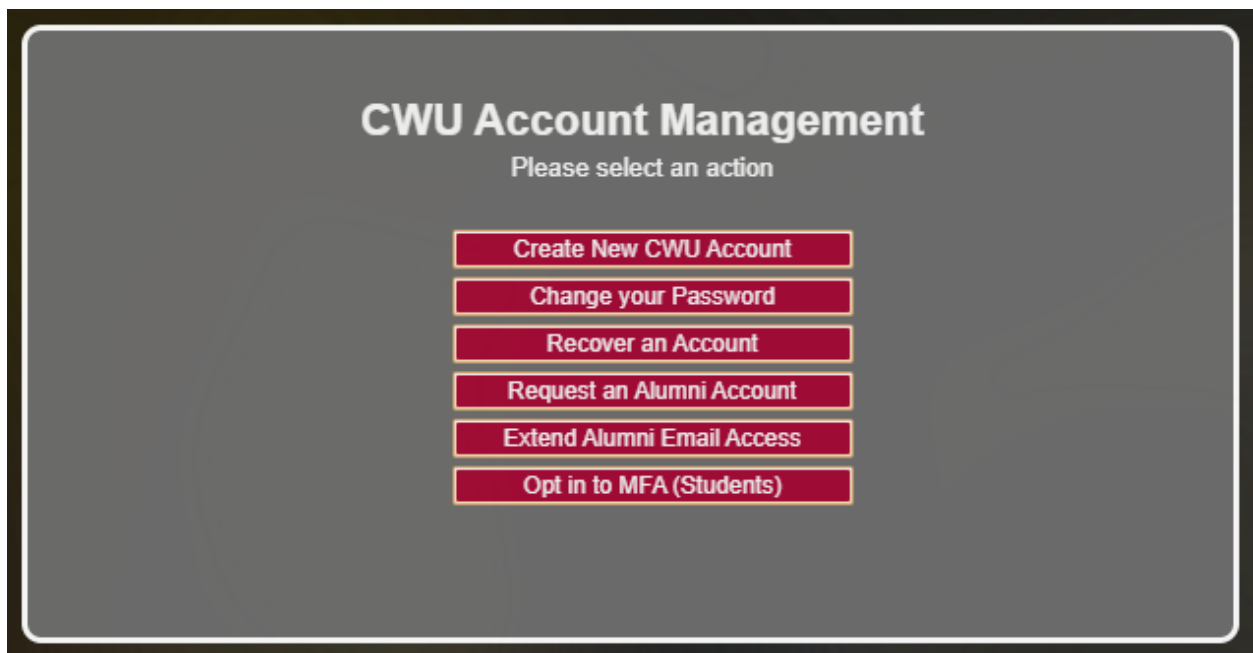
In order to declare your major or fill out an ITAM application for a major, minor, or certificate; **you must be admitted to CWU**. Once admitted to CWU, you'll need to set up your MyCWU student portal.

CWU uses **1 password for everything**: canvas, outlook, and MyCWU. So, once you have registered your MyCWU account, you'll be able to log into your outlook, canvas, and access our applications.

Setting Up MyCWU

1. Go to the link below to set up your MyCWU account.

https://cwucsprd.peoplesoft.cwu.edu/psc/cwucsprd/EMPLOYEE/SA/c/CW_SYSTEMS.CW_ACCOUNT_AUTO_REGISTER.html

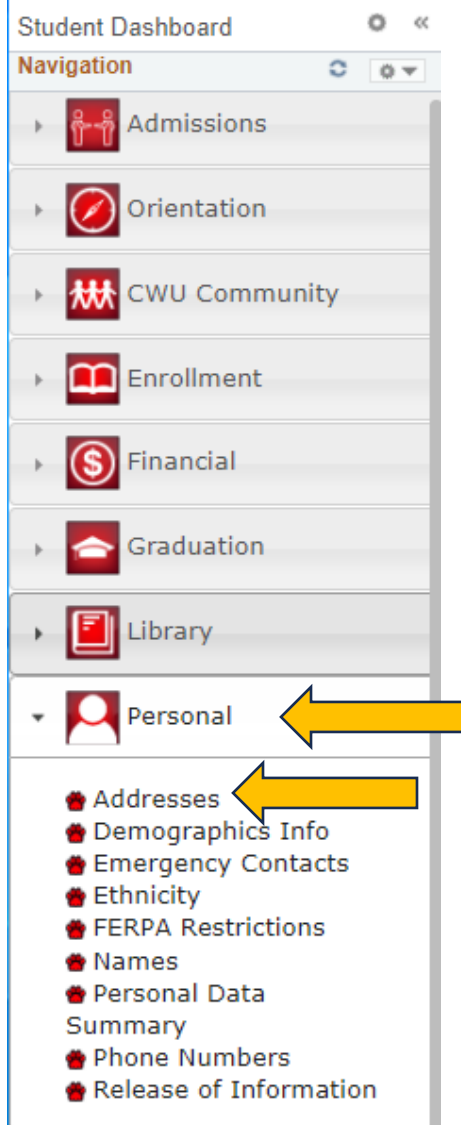


2. Click "Create New CWU Account" if you're a recently admitted student and haven't set up MyCWU yet. You'll need your student ID number, which you should receive in a letter. If you do not have that letter yet, call the help desk and answer a few questions to receive it sooner: 509.963.2001
3. Continue the account set up procedures. With your account set up, you should be able to log into your CWU email account now. You should also now be able to access the application forms, by simply providing your CWU email address and password.

Accessing your CWU Outlook Email

1. Go to <https://outlook.office.com/mail/>
2. Use the same login information from the above steps.
3. If you're not sure what your CWU Student email address is, go to MyCWU.

4. Once in MyCWU, click on "Personal" from the left-hand navigation.
5. A drop-down menu will appear, select "Addresses."



6. Under Personal information, click on "e-mail addresses". You should see you CWU email address listed under "campus email."



Below is a list of your email addresses. All notifications from CWU will go to your CWU-created campus email (e.g., Wellington@cwu.edu), which you may not change.

The use of Home email may be used by Admissions for applicant information.

Email Type	Email Address	Preferred	
Campus	Rachel.White@cwu.edu	<input checked="" type="checkbox"/>	
Home	whitera@cwu.edu	<input type="checkbox"/>	

Additional Help

Email & Outlook Support: <https://www.cwu.edu/academics/academic-resources/service-desk/resources/email-support.php>

MyCWU & Student Portal Support: <https://www.cwu.edu/academics/academic-resources/service-desk/resources/its-helpdesk-mycwu-login-help.php>

Account & Password help: <https://www.cwu.edu/academics/academic-resources/service-desk/resources/its-helpdesk-passwords.php>