

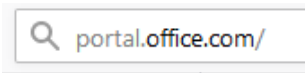


How to Access Your CWI Student Email, Office Apps incl. OneDrive

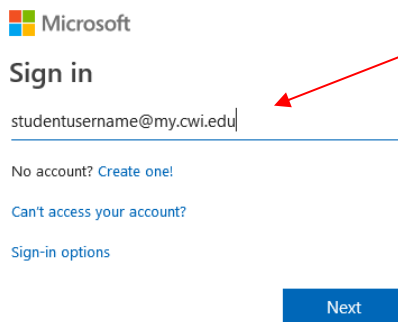
On Campus using a CWI Computer

Log in to CWI computer with your student username, typically *firstnamelastname*.

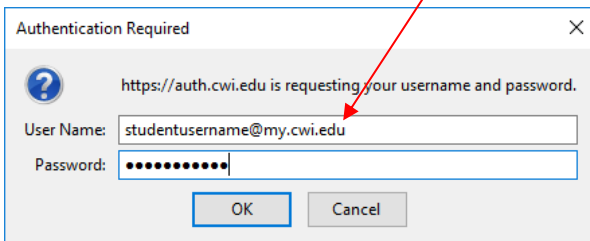
Enter portal.office.com in the address bar of Chrome or Firefox browser



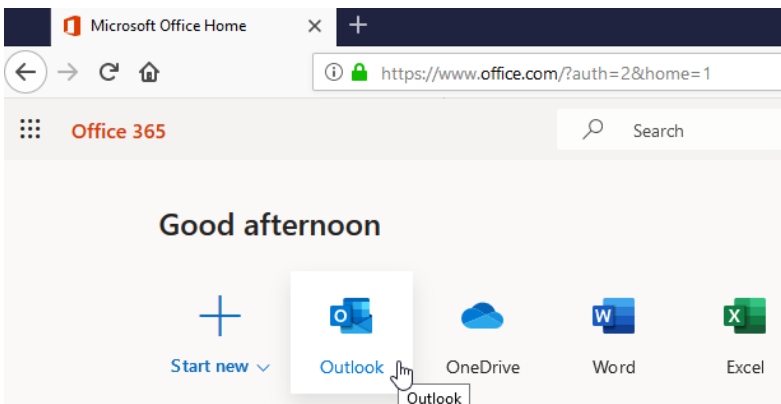
Enter credentials as prompted with your **full CWI email address** (studentusername@my.cwi.edu)



You will be prompted for your CWI Username (Use full CWI email address) and Password



From the Home screen, choose your applications. For email, choose Outlook, etc.



Always use username@my.cwi.edu for the username when logging in to any Microsoft/Office 365 product. I.E. Email, OneDrive, Etc.

NOTE:

Students that need to **access** their **old emails** or files saved to the OneDrive prior to the .edu transition will need to use username@mycwi.cc when they log in to the portal. This access will end Dec 21st, 2019.

Off Campus and Student Owned Computers

Access to Email, OneDrive, Skype, etc. will be the same as on campus.

Student Wi-Fi

Login to CWI-STUDENT with studentusername@mycwi.cc credentials

Other Web Applications

For other Web based application (MyCWI, Helpdesk) if a student is on a CWI computer it should just log them in (single-sign-on). If they are on a non-cwi computer they will need to use StudentUsername format for their username. DO NOT include the full email address.

Using Office Applications with OneDrive:

If a student is on a campus computer, and the various Office desktop shortcuts are used, the Office applications will automatically log students in to their old (mycwi.cc) account.

This will only cause issues with saving office docs to OneDrive on the old account and trying to open it while logged in with the new account.

To prevent this the student will need to log out of office and log in with their my.cwi.edu account. This only needs to be done once per computer lab session.

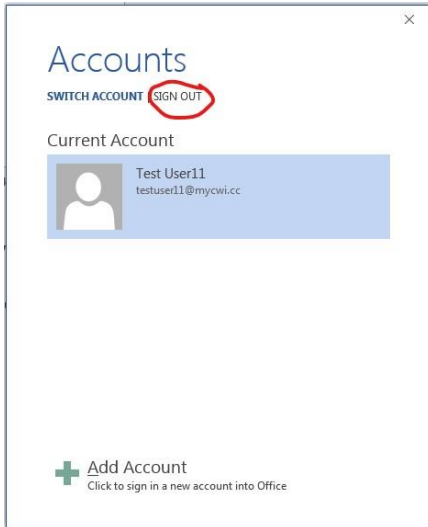
The current account in use will show up as the email address under the username as when first opening Word or Excel as @mycwi.cc or @my.cwi.edu.

Steps to log out and back in to office

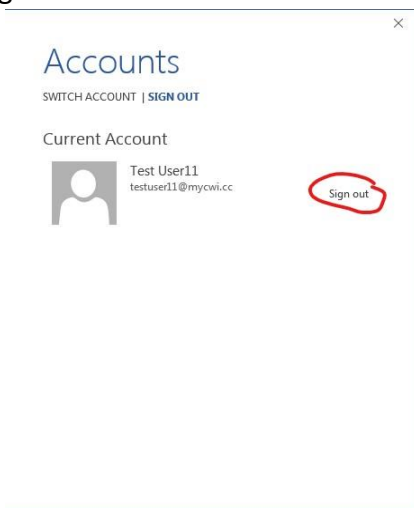
1. Open Word or Excel, click switch account in the top right.



2. On the popup box, click sign out



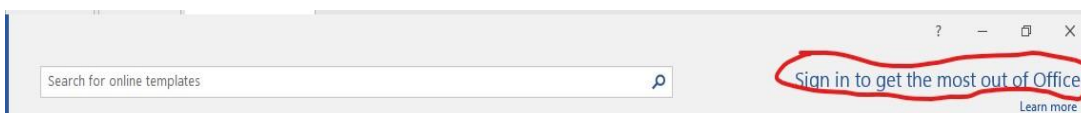
3. Click Sign Out next to the user account.



4. Click Yes on the warning box



5. Click "Sign in to get the most out of Office"



6. Type the full email address of their .edu email and click next.

Sign in

Type the email address or phone number of the account you would like to use with Word.

testuser11@my.cwi.edu

Next

[Privacy statement](#)

7. Type the password and click sign in.

Sign In

User ID:
testuser11@my.cwi.edu

Password:
[Empty]

Keep me signed in

Sign in

[Can't access your account?](#)

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