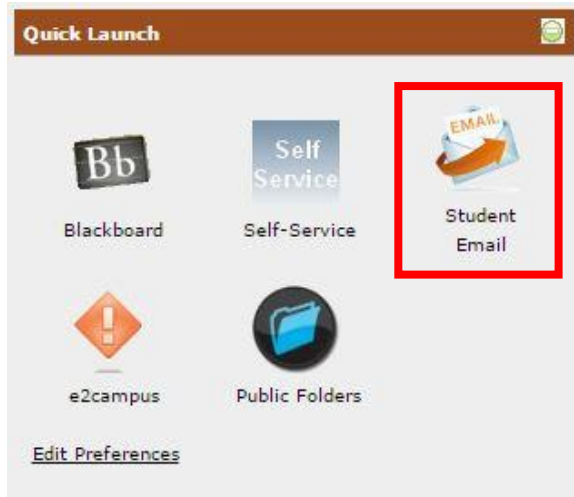# Setting up your Waynesburg University email account

After signing into myconnect.waynesburg.edu:

1. Click on the **Student Email** button

Quick Launch

Bb
Blackboard

Self Service
Self-Service

EMAIL
Student Email

e2campus

Public Folders

Edit Preferences

A new page will open:

2. Select your language and time zone
   Click **Save**
   After clicking save, your Inbox will load.

Outlook

Choose your preferred display language and home time zone below.

Language:
English (United States)

Time zone:
(UTC-05:00) Eastern Time (US & Canada)

→ Save

If you need further assistance contact the **Waynesburg University ITS Help Desk:**
Phone: 724.852.3413   Email: helpdesk@waynesburg.edu