1. Log in to wexchange wmich edu using your BroncoNetID@wmich edu, not your email address. Example: xyz1234@wmich.edu

2. Click one of the app icons to access your Mail, Calendar, People (Address Book), OneDrive (Briefcase), and other apps.

3. For Settings (Preferences) click the Settings cog icon at the top right.

4. To sign out, click the Account Icon at the top right and click Sign Out.

Learn more and get help at wmich.edu/email