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
Creating a calendar appointment

- Save or Send
- Attachments
- Invite other attendees
- Check other’s availability
- Remind yourself and/or others via automated reminders
- Appointment status
- Remove an attendee

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