

DEVICE SETUP GUIDE

WIRELESS

COMPUTERS / PHONES

1. Connect to "WCU-Guest" and select accept
2. Go to wireless.wcu.edu and select "Recommended Option" for a one time set up
3. Enter your WCUid (everything before the @ in your WCU email) and password
4. Follow the steps on the screen to complete setup

***For troubleshooting guides, visit wifi.wcu.edu**

STREAMING DEVICES

For gaming systems, streaming devices, and other devices that do not support WPA2 (username and password) authentication.

1. Go to wireless.wcu.edu on another device and click Gaming and Streaming Devices
2. Enter your WCUid (everything before the @ in your WCU email) and password
3. Enter the MAC address for your gaming or streaming device (ex: AA:BB:CC:DD:EE:FF, AA-BB-CC-DD-EE-FF, or AABBCCDDEEFF)

**** We recommend searching your device online to determine the MAC address for your device**

4. On the registered device, connect to the WCU-Media wireless network

MICROSOFT OFFICE

These instructions are for computers/devices that do not have Microsoft Office installed on them. If you already have Office installed, follow step 5.

1. Go to email.wcu.edu and log in using your WCUid and password
2. Click on the App Grid in the top left corner of your screen
3. Click the "Office 365" & click on "Install Office" drop down menu on the right corner of the screen and select "Office 365 apps"
4. The setup file will download to your "Downloads" folder. To start the installation, locate and click the setup file
5. Once setup is complete open an Office program & use your full WCU email to log in. If the option to log in doesn't pop up, click on "Sign In" in the top right corner.

EMAIL ON SMARTPHONE

1. Download the Outlook app
2. Enter your full WCU email address. When prompted, enter your password
3. Follow the directions on the screen to complete set up

NEED HELP?



828.227.7487



ithelp@wcu.edu



Technology Commons
on the Ground Floor of
Hunter Library

TECHNOLOGY
COMMONS

For our hours & more info go to:
TC.WCU.EDU