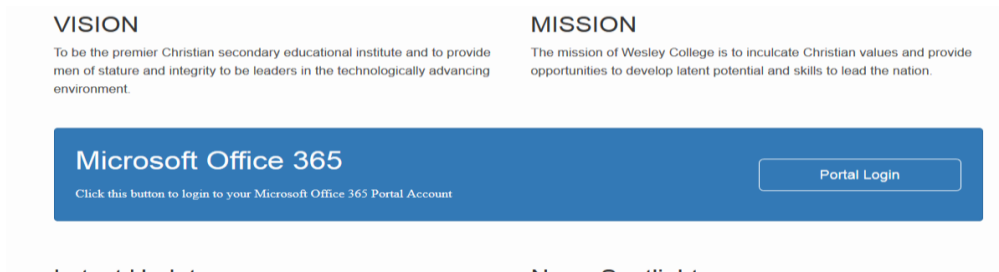


## WESLEY COLLEGE PORTAL AND EMAIL ACCOUNT

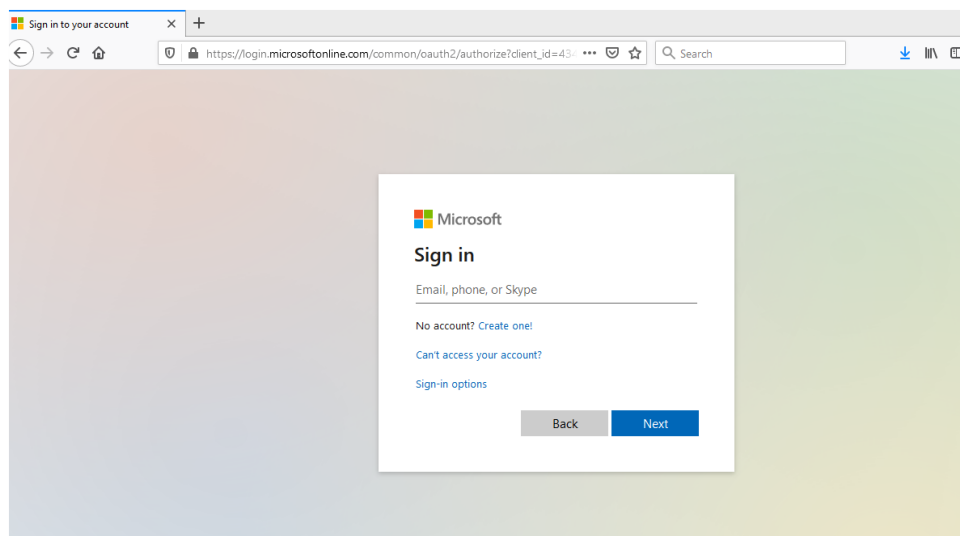
The College has decided to provide e-mail facility to all the students in grade 6 and above in order to correspond with your teachers and access the relevant lessons which will be sent via e-mail to each student. Given below are the steps through which you may access the e-mail account.

### Steps to log in to Wesley College portal and email account

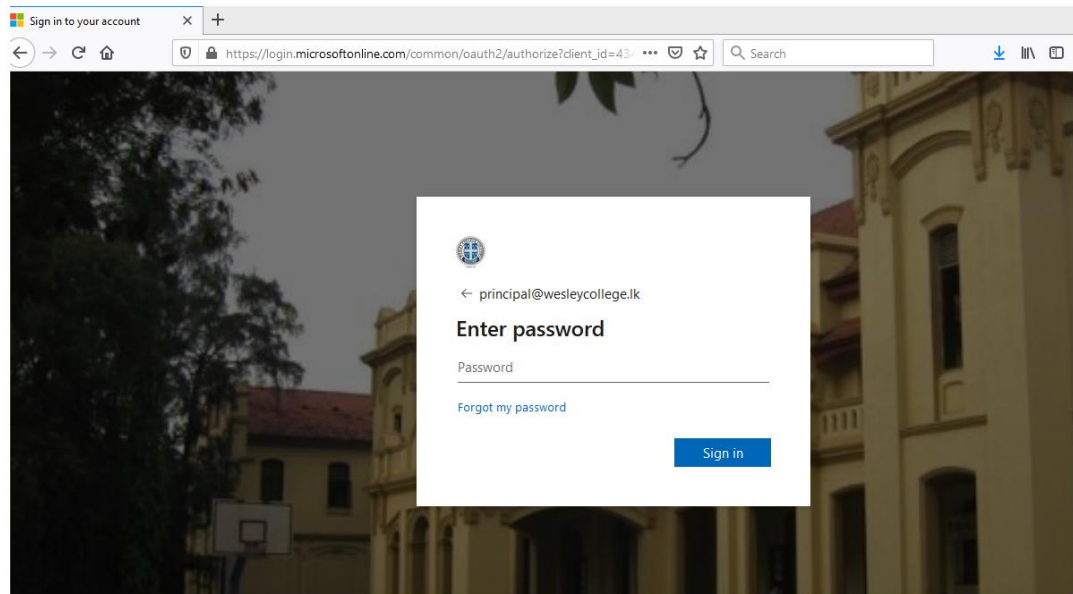
1. Log in to [www.wesleycollege.lk](http://www.wesleycollege.lk) website.
2. Scroll down through the home page and you will find the Wesley College MS Office 365 portal banner. Click on the Portal Login button (On the right corner)



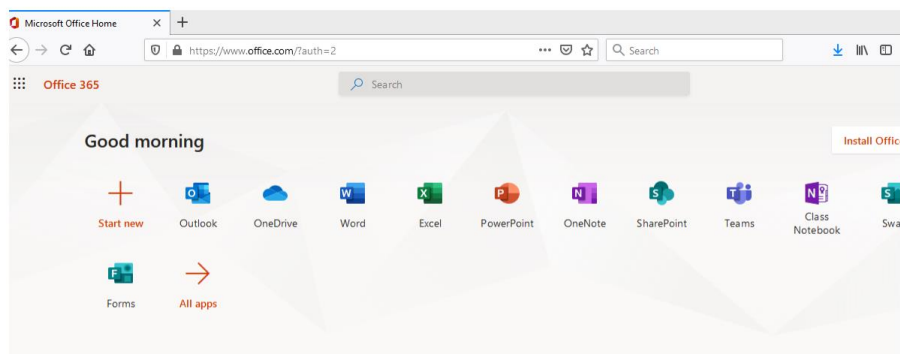
3. It will redirect you to the 'login page'



4. Your username will be 'WCxxxxx@wesleycollege.lk' Please insert the admission number on the Place given as 'x' after WC, to create your own user account (e.g:WC12345@wesleycollege.lk)
5. Press next
6. Please use the common password and log in



7. During the first log in, the site may ask you to change the password if you like, to a convenient code since the given one is an auto generated password.
8. Since you have been given a common password, you will be asked to change your password once you have logged in initially.
9. Change your password
10. Reset and login once again
11. The dashboard with your account information will appear



12. Click 'mail' and start sending / receiving e-mails.

13. Use teams or install teams to your computer.

**Given below are the steps If you are using a Smart phone.**

1. Download the app Outlook Express to you mobile
2. Open the app
3. Your username will be 'WCxxxxx@wesleycollege.lk' Please insert the admission number on the Place given as 'x' after WC, to create your own user account (e.g:WC12345@wesleycollege.lk)
4. Press next
5. During the first log in, the site may ask you to change the password if you like to a convenient code since the given one is an auto generated password.
6. Complete the login.
7. Then download MS teams app
8. Use the same username and the new password you created to login.