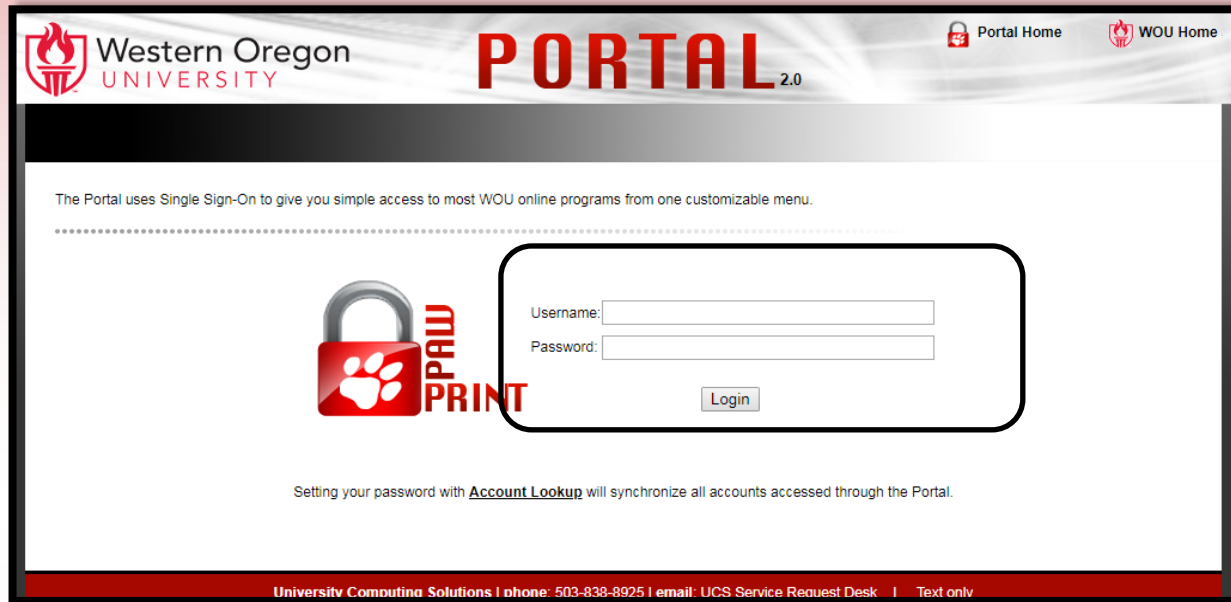


# All Student Email

## How to set up your “All Student Email” preferences

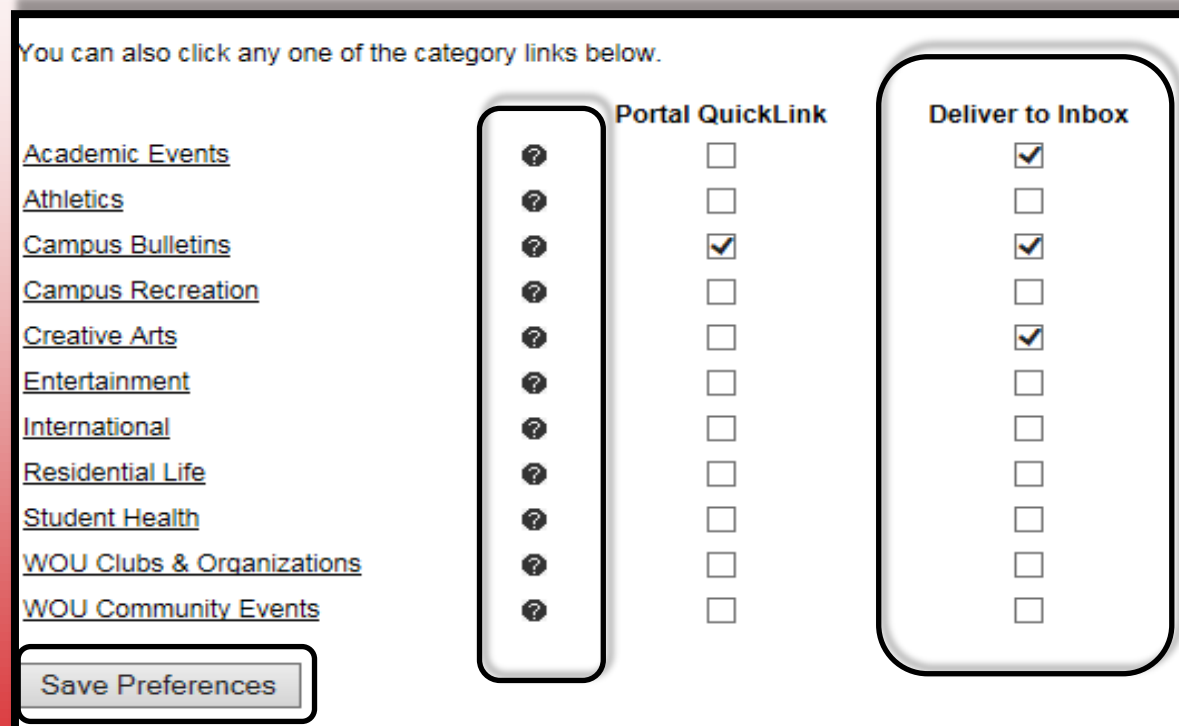
### Step 1 – Log into your WOU Portal



### Step 2 and 3 – Click the down arrow next to your name and select “email Prefs.”



### Step 4 - 6 – Select the type of emails you would like to receive



#### Detail Instructions:

**Step 1:** Log into your WOU Portal: [www.wou.edu/portal/](http://www.wou.edu/portal/)

**Step 2:** Once logged, click on the arrow by your name at the top right corner of the page.

**Step 3:** Click on the “Email Prefs” option.

**Step 4:** Hover your mouse over the question marks for more information on what type of emails you will receive from this category.

**Step 5:** When you determine which emails you would like to receive, check the boxes under the “Deliver to Inbox” section.

**NOTE:** Select the “Portal Quicklink” to receive emails within your Portal.

**Step 6:** When you are done, click “Save Preferences.”

If you are having difficulties, please contact Student Affairs at 503.838.8221 or by email at [Studentaffairs@wou.edu](mailto:Studentaffairs@wou.edu)