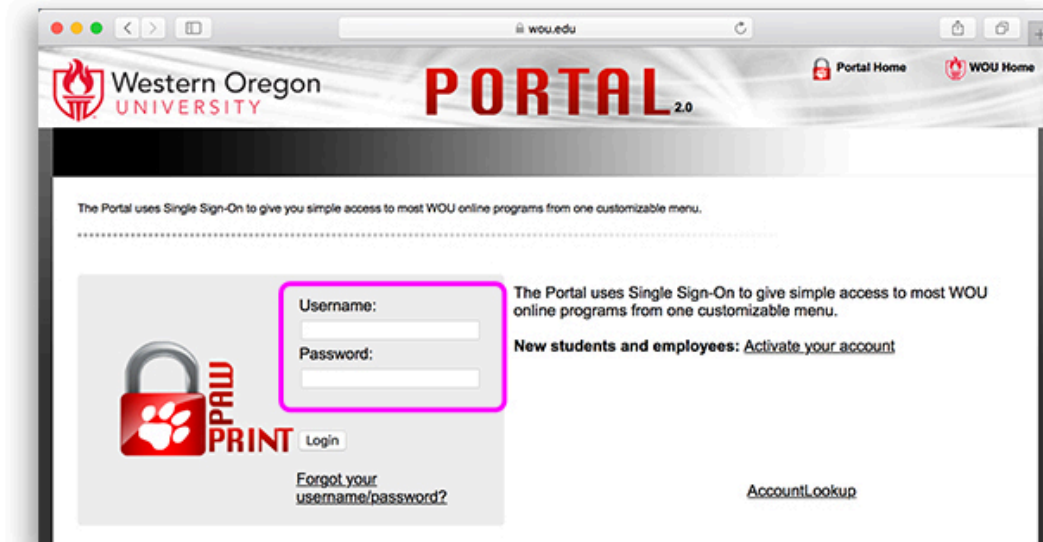


ALL STUDENT EMAIL

How to set-up your all student email preferences

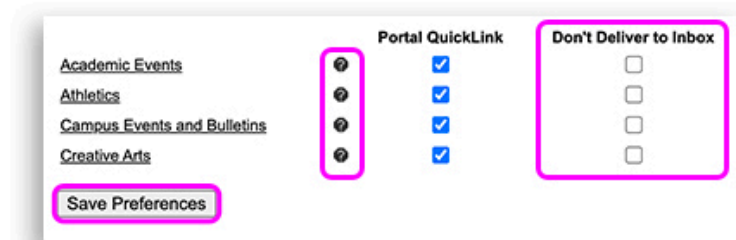
STEP 1 Login to your WOU Portal



STEP 2-3 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



Detailed Descriptions:

Step 1: Log into your WOU Portal:
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