How to Access to your Outlook Webmail (Faculty & Staff)

All faculty and Staff, including all adjunct faculty are issued e-mail accounts.

Accessing your email from off-campus or through the Internet is a critical function that most faculty and adjuncts have to perform on a regular basis.

First you need to know your log in, or as it is also called, your NetID. Your NetID is your Banner Number with the college domain, and your 8 characters or longer complex password. For example, it should be something like this:

i.e. Username: 01234567@gwcc.commnet.edu
    Password: Phrase345!

Your email address is different than your NetID. Your email address is your first initial and last name, combined with the college domain. For example, if your name is Steve Smith, then your email address would be ssmith@gwcc.commnet.edu

To access your email, go to the website https://login.microsoftonline.com

The page will look like this: Type your full NetID and it will redirect you to the CSCU Login Portal.

** Sign in with your NetID and Password.
Once you are in, the screen will look like this

You can then communicate with your colleagues and students easily and directly.

Email is also accessible from **MyCommNet**.
How to add your Outlook Email to your Cellphone or iPad (Faculty & Staff Only)

**IPad/IPhone Settings:**

*Note: Before adding your email, you must set a passcode for your cellphone.*

- Settings
- Click on: Mail, Contacts
- Click on: Add an Account
- Select: Microsoft Exchange
- Enter your email: (outlook email address) e.g., EMAILADDRESS@gwcc.commnet.edu
- Enter password (MyCommNet password)
- In the Server Field type in: outlook.office365.com
- Domain: (leave this blank)
- Username: (full NetID) e.g 01234567@gwcc.commnet.edu
- Password: MyCommNet password
- Description: Leave this blank
- Click on: Next
- Click on: Save

*Your Gateway email account is now set up on your mobile device.*

**Android Settings:**

*Note: Before adding your email, you must set a passcode for your cellphone.*

- Settings
- Click on: Add account
- Select: Corporate or MS Exchange
- Enter your email: (outlook email address) e.g., EMAILADDRESS@gwcc.commnet.edu
- Enter Password: MyCommNet password
- Click on: Next
- Type your NetID in the field designated “Username” (e.g., 01234567@gwcc.commnet.edu)
- In the Server Field type in: outlook.office365.com
- Select: Secure SLL
- Click on: Activate

*Your Gateway email account is now set up on your mobile device.*

**Please Note:** you must use gwcc.commnet.edu, gatewayct.edu will not work.

This is a general guide to add an email account onto Android cellphones- your settings may be slightly different.