



Populi Email Guide

Populi is our web-based college management software and learning management system. You will be receiving an email from Populi inviting you to create a password to access your student account. The WCIU Populi website is: <https://wciu.populiweb.com/>

IMPORTANT: REMEMBER TO FREQUENTLY CHECK YOUR POPULI EMAIL ACCOUNT FOR WCIU COMMUNICATION.

To Access Your Populi Email

- Select “Email” in the black bar on the upper left section of your Populi account.

The screenshot shows the top navigation bar of the Populi system. A red arrow points to the 'Email' link in a black bar. Below this is a yellow bar with the text 'Add your mobile phone numb'. The main header is green with the WCIU logo and the text 'William Carey International University'. Below the header is a dark green bar with navigation links: 'Home', 'My Profile', 'My Courses', and 'Directory'. At the bottom is a light gray bar with links: 'Dashboard', 'To-Dos', 'Groups', and 'Links'.

To Have Your Populi Email Sent to Your Home Email Account

- Select “My Profile”
- Select “Info”
- Select the ellipsis for your Home email
- Select “Make Primary”

William Carey International University

Home **My Profile** My Courses Directory

Test Student 2
Master of Arts - MA in Development Studies

Bulletin Board **Info** Student Financial

Contact Info show old add

Home ☆ 🔒	(626) 398-2222	⋮
Home ☆ 🔒	my_email@gmail.com	⋮
System 🔒	teststudent2@students.wciu.edu	⋮
Home ☆ 🔒	1605 E. Elizabeth St. Pasadena, CA 91104 United States of America	⋮

Add bio

🕒 12:07 PM local time
✉ Email Faculty
📞 (626) 398-2222

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Add bio

🕒 12:10 PM local time
✉ Email Faculty
📞 (626) 398-2222

Edit Email
Mark Old
Make Primary
Make Public

To Change Your Home Email Account

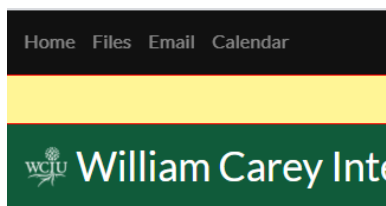
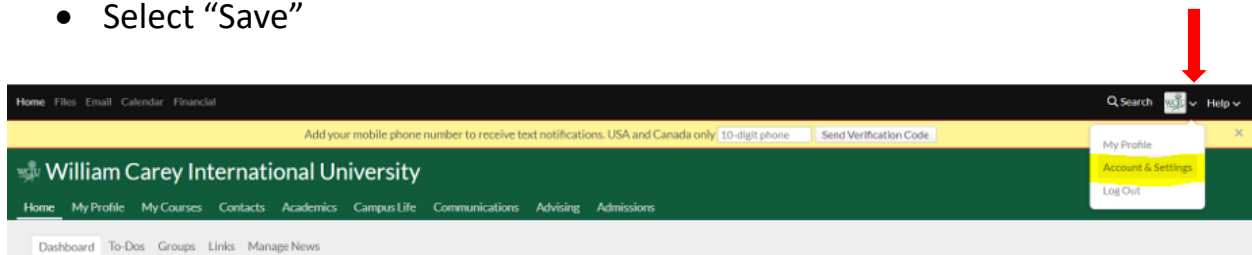
- Select “My Profile”
- Select “Info”
- Select the ellipsis for your Home email
- Select “Edit Email”

To Add an Additional Email Account

- Select “My Profile”
- Select “Info”
- Select “add”
- Select “Email”

To Add Your Populi Email Signature

- Select the down arrow next to your icon or initials on the top right section of your Populi Account
- Select “Account & Settings”
- Select “General” on the left side
- Scroll to the bottom to create your Email Signature
- Select “Save”



My Settings

General

Security


Notifications

To Add an Email Address to Receive Populi Notifications

- Select the down arrow next to your icon or initials on the top right section of your Populi Account
- Select “Account & Settings”
- Select “Notifications” on the left side
- Enter the email address to receive notifications
- Select “Save”

Home Files Email Calendar

Add your mobile phone number to receive text notifications. USA and Canada only

 William Carey International University

My Settings

- General
- Security
- Notifications**

Text notification number
Enter the 10-digit phone number where you'd like to receive text notifications and click "Send Verification Code".

USA and Canada only

Email notification address
Enter the email address where you'd like to receive notifications and click "Send Verification Link".