PURPOSE: The purpose of this procedure is to demonstrate how **access webmail using Office365**.

PROCESS STEP	REFERENCE IMAGE
STEP 1: From School or Parish Website, scroll to the bottom of the page. Select the **Office365** link.	**SCHOOL SITE** of Use - Privacy Notice - Webmail - Office365 - Contact Us **OR** **PARISH SITE** se - Privacy Notice - Webmail - Office365 - Contact Us
STEP 2: Enter your username.	Microsoft Sign in mt_____l.org Next Can't access your account?
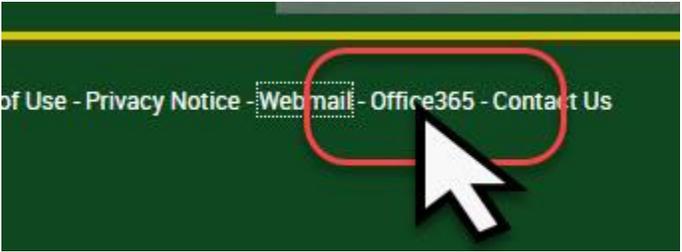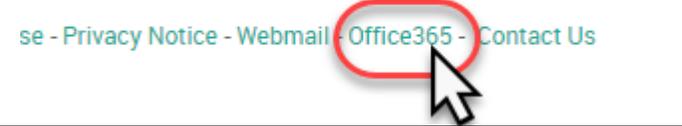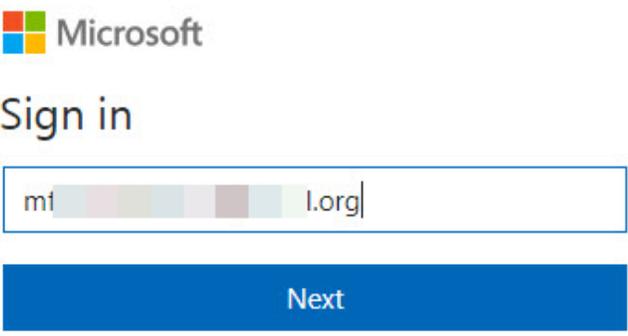
STEP 3: Enter your password, then select Sign in.	
Step 4: Some setup screens will appear. Please read them and select the ">" on the right of the screen.	
Step 5: Select the proper time zone.	
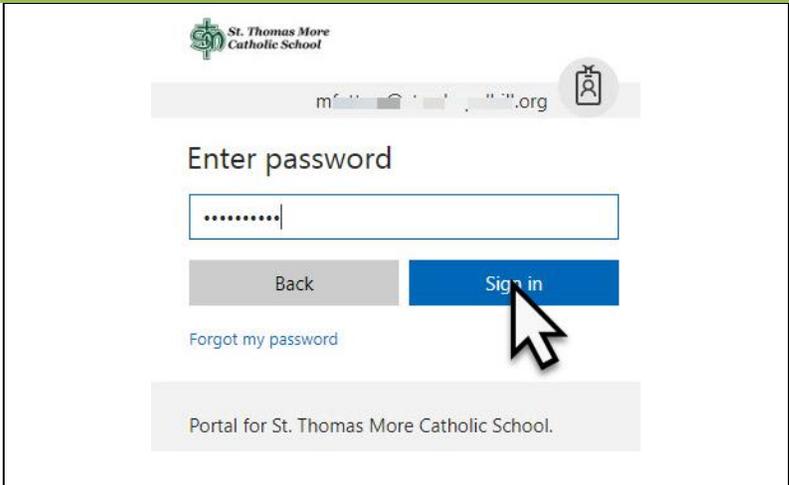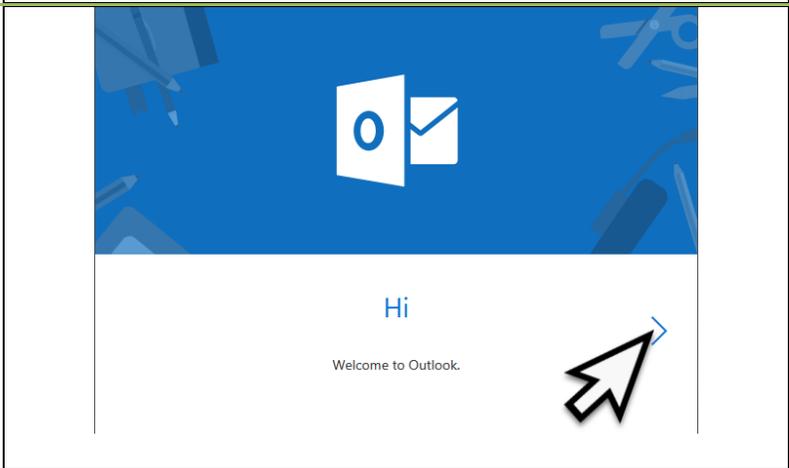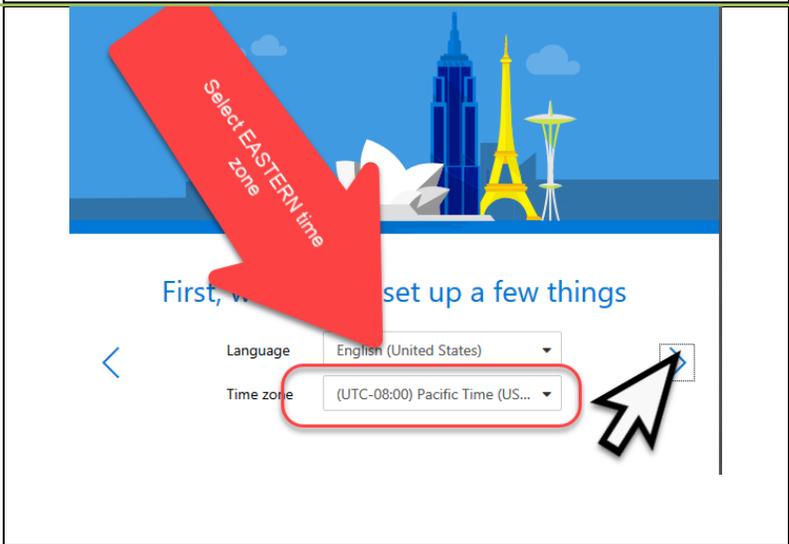
Step 6: Pick a theme a preferred theme.	
Step 7: Enter a signature.	
Step 8: Select "Let's go".	
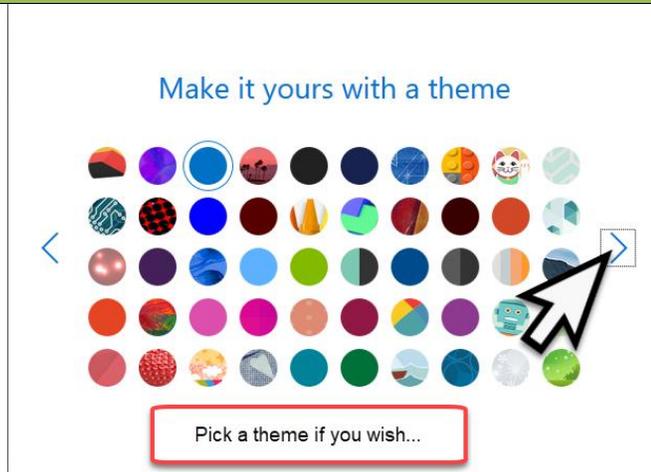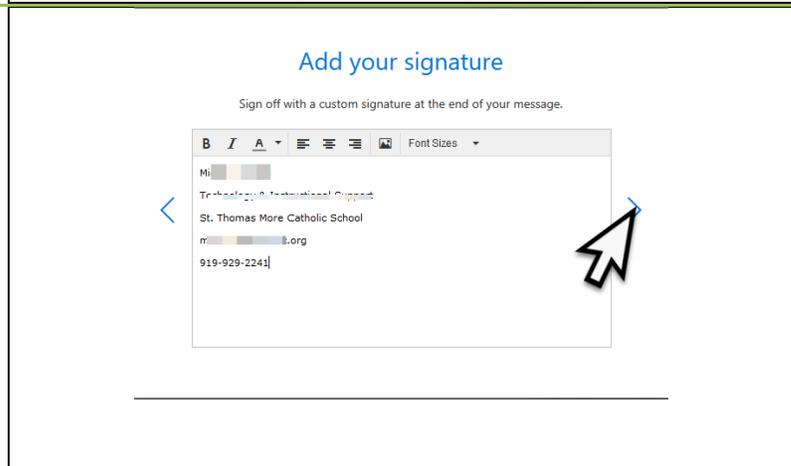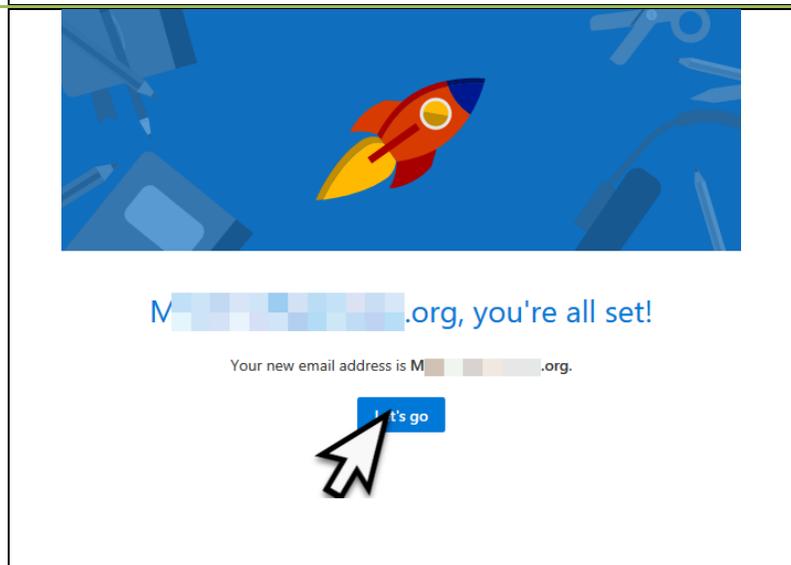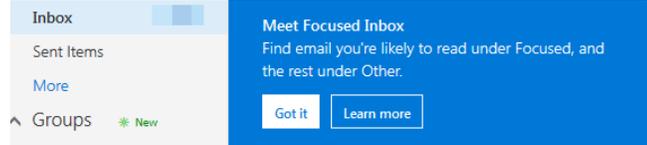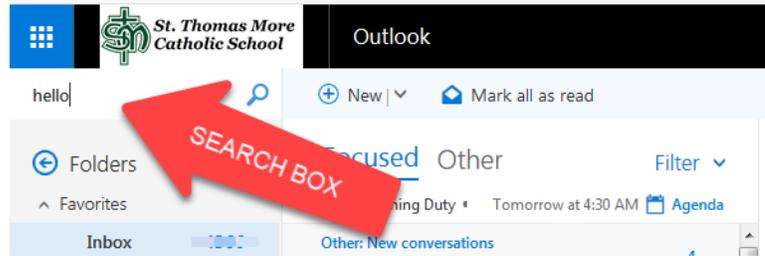
Step 9: Setup will begin…	Opening your mailbox…
Step 10: Folders will be similar to standard Webmail.	
Step 11: **Search** for email here!	
Step 12: Calendars are located in the bottom left of the screen just like standard webmail.	Calendars located same place as regular webmail.
Step 5: Folders will be similar to standard Webmail.	