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



FAQ: WEBMAIL How Access Office365 Webmail

STEP 3: Enter your password, then select Sign in.	Enter password Back Sig in Forgot my password Portal for St. Thomas More Catholic School.
Step 4: Some setup screens will appear. Please read them and select the ">" on the right of the screen.	Hi Welcome to Outlook.
Step 5: Select the proper time zone.	First, v. set up a few things Language English (United States) Time zote (UTC-08:00) Pacific Time (US •

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Step 6: Pick a theme a preferred theme.	Make it yours with a theme
Step 7: Enter a signature.	Add your signature Sign off with a custom signature at the end of your message.
Step 8: Select "Let's go".	N .org, you're all set! Your new email address is M .org.

Step 9: Setup will begin	Outlook Opening your mailbox
Step 10: Folders will be similar to standard Webmail.	Inbox Meet Focused Inbox Sent Items Find email you're likely to read under Focused, and the rest under Other. More Groups * New Got it Learn more
Step 11: Search for email here!	St. Thomas More Catholic School Nello • Folders • Favorites Inbox • Control of the catholic school • Outlook • Mark all as read • Folders • Favorites • Inbox • Outlook • Mark all as read • Outlook • New • • • • • • • • • • • • • • • • • •
Step 12: Calendars are located in the bottom left of the screen just like standard webmail.	Calendars located same place as regular webmail. Sergi From H Sent fn Sergi
Step 5: Folders will be similar to standard Webmail.	