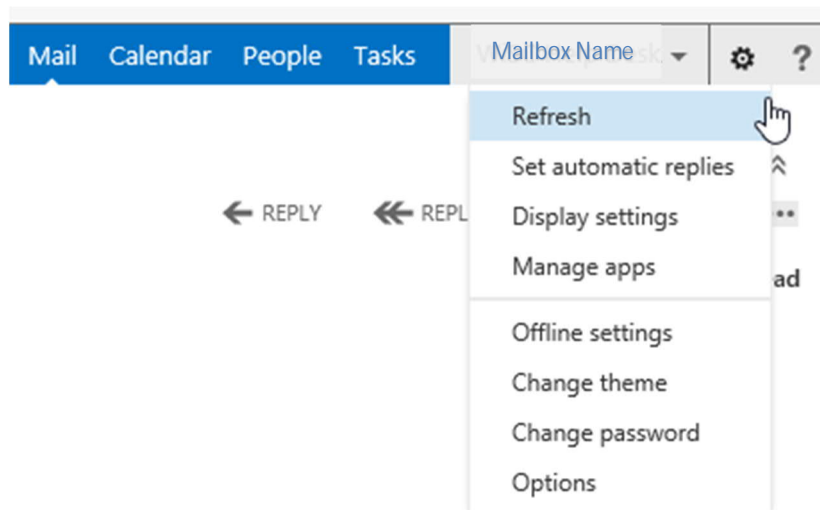


## USER Email Access & Configuration

- 1) Login to web services using your assigned default login & PW.
  - a. Navigate to <https://controlpanel.msoutlookonline.net/Portal/ADUser/Login>
  - b. Select "Webmail" Tab and Login using:
    - i. your email address (first initial, last name @ mycompany.com)
      1. example for John Smith : jsmith@ mycompany.com
    - ii. and your current password ( 10-12Char&Num&Symb )
  - c. Your online Email will appear and work much like Outlook.

### Change Password

- d. On the top right, click the gear "Settings" and select "Change Password"
- e. Enter a new password for "Mailbox Password" and "confirm password"
  - i. BE SURE TO USE A STRONG PASSWORD
    1. 10 char minimum, Alpha/Numeric, Upper/lower, Symbols
- f. Click "save" at the bottom of the screen.



- 2) Verify your new password works by logging out, close browser and log back in.
- 3) Once Outlook is finished loading the accounts, create a Signature if you do not have one.
  - a. Select gear "Settings",
  - b. then options
  - c. then settings on left.
- 4) Be sure to update your Mobile Device with your new credentials.