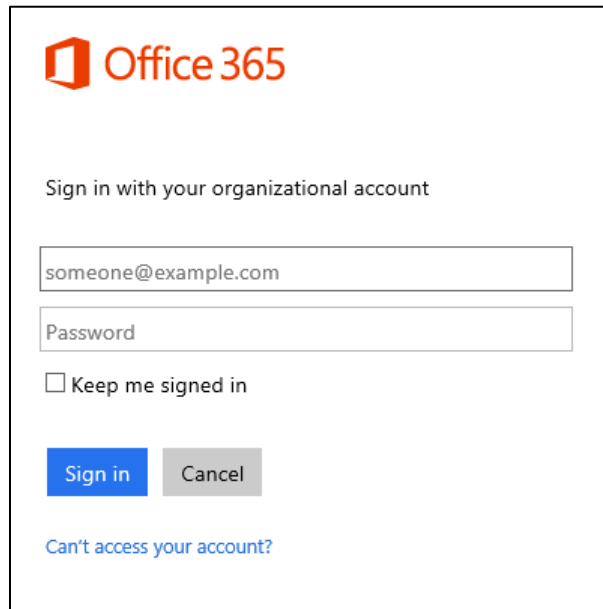


## VIEWING YOUR EMAIL THROUGH THE WEB SITE

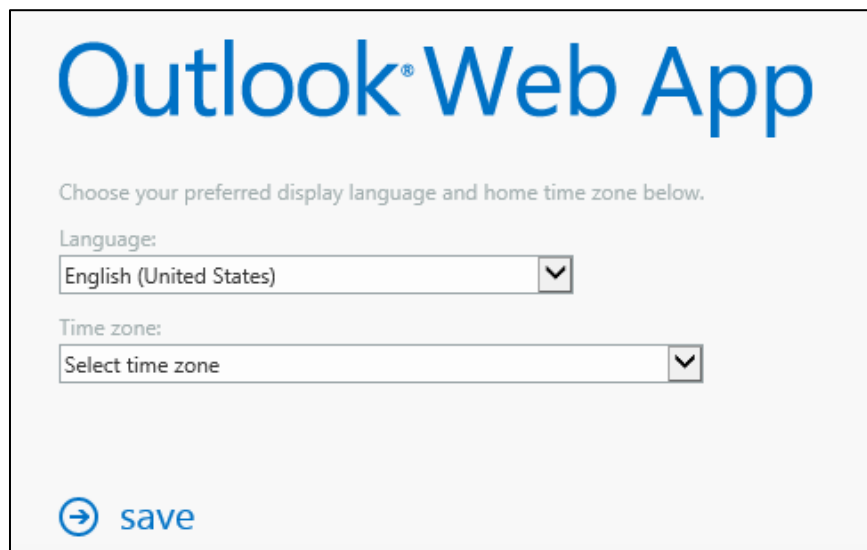
Go to [www.poplcmail.org](http://www.poplcmail.org) or [www.popcsmail.org](http://www.popcsmail.org) . You will be taken to the Microsoft Office 365 website to log in. That site is <https://login.microsoftonline.com> .

Log on using your email address and your EMAIL password.



The image shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text "Sign in with your organizational account" is displayed. There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom left, there is a blue "Sign in" button and a grey "Cancel" button. At the bottom center, there is a link that says "Can't access your account?".


You may be asked to set the Language and Time Zone. Make the appropriate selection and choose SAVE.



The image shows the Outlook Web App settings page for language and time zone. The title "Outlook® Web App" is at the top in large blue font. Below the title, the text "Choose your preferred display language and home time zone below." is displayed. There are two dropdown menus: the first is labeled "Language:" and has "English (United States)" selected; the second is labeled "Time zone:" and has "Select time zone" selected. At the bottom left, there is a blue circular icon with a right-pointing arrow and the word "save" next to it.

You will now be in your mailbox.  
(see sample picture next page)

 new mail

 search Mail and People

INBOX

CONVERSATIONS BY DATE ▾

<<

[all](#) [unread](#) [to me](#) [flagged](#)

▾ Favorites

**Inbox 1**

Sent Items

Drafts

▾ women

**Inbox 1**

Drafts

Sent Items

Deleted Items

Junk Email

Notes

 Joel Dittmer

**test email**

test



9:46a