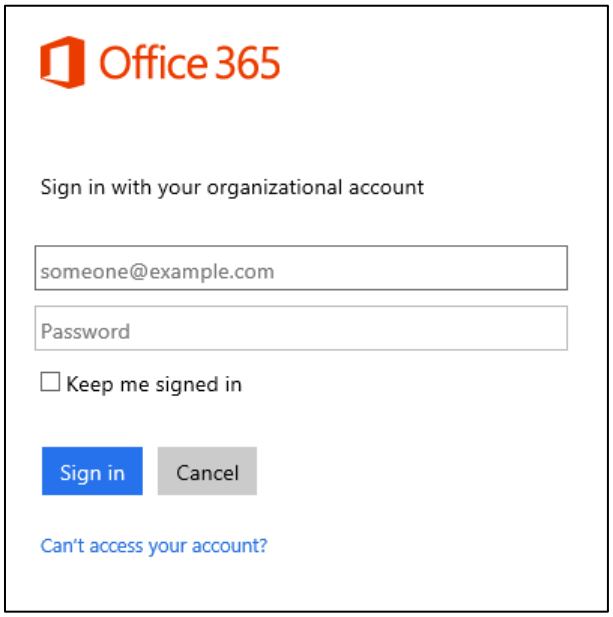
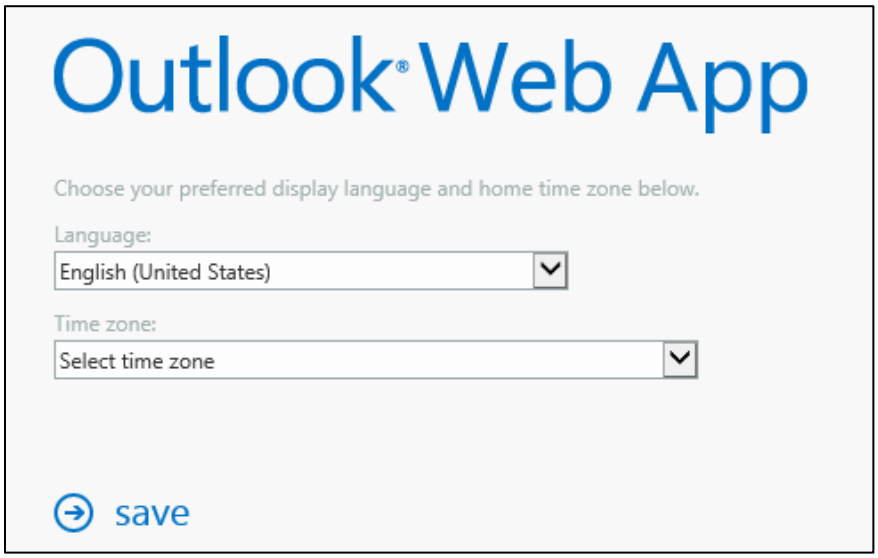
VIEWING YOUR EMAIL THROUGH THE WEB SITE

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

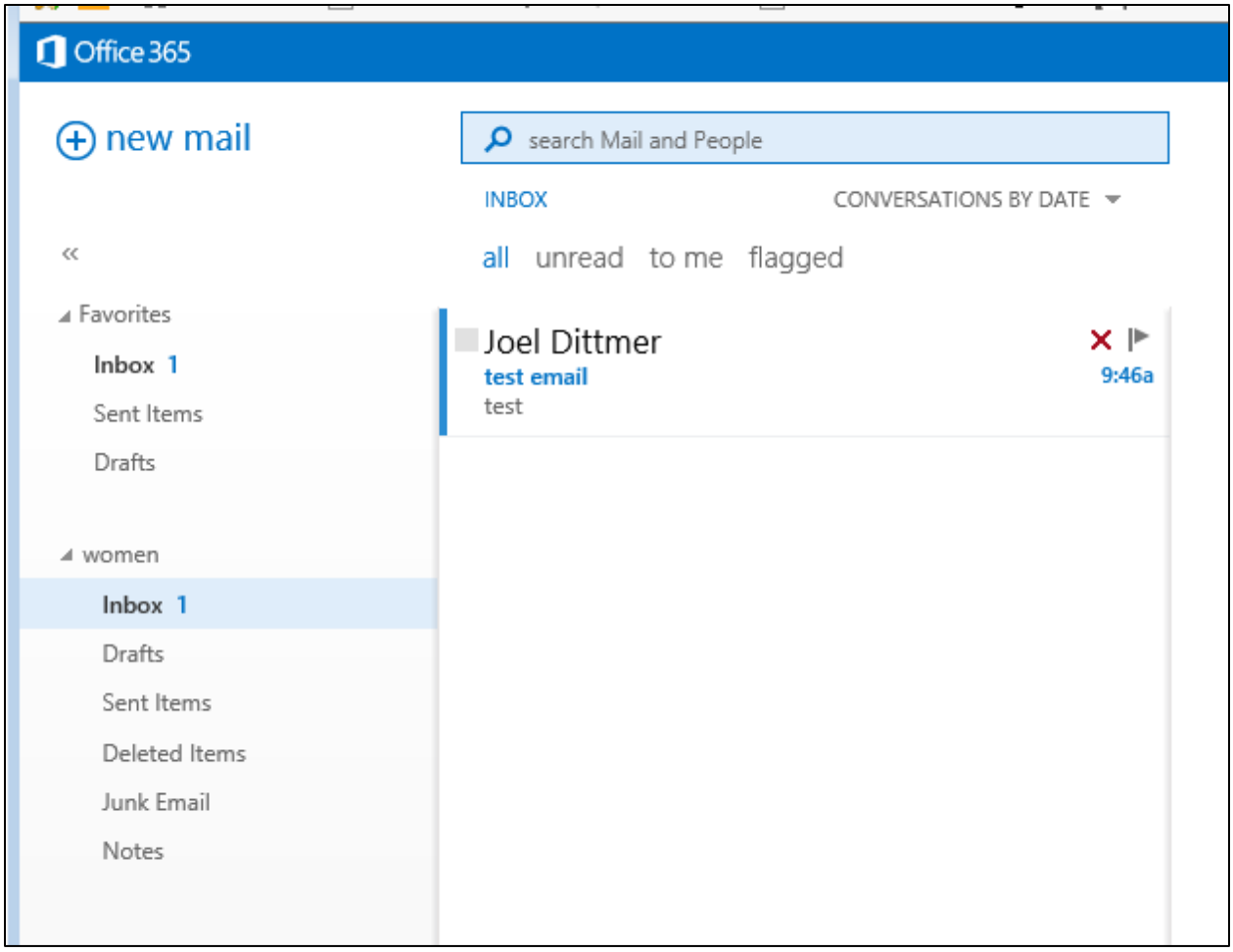
Log on using your email address and your EMAIL password.



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



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


Office 365
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