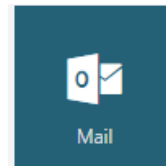


Office365 Email

1. Start **CHROME**
2. Go to the **WebNet** tab and login.
3. Click on the **Office 365** button



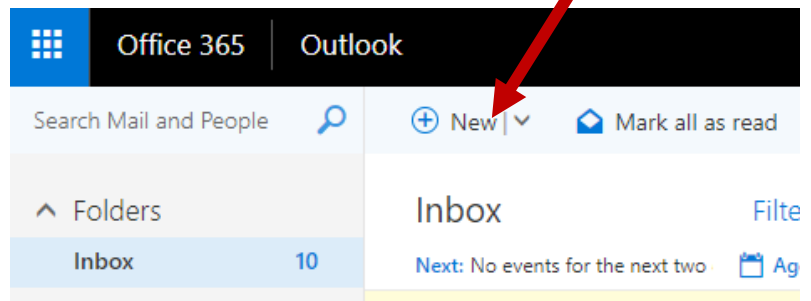
4. Click on the **Mail** button
- First time users will be asked to set up Language and Time Zone, choose **Eastern Standard Time**



5. Click on the image in the upper right corner to see your email address



6. Explore – make sure you can create and send an email



7. Fill in the To: and Subject: fields at the top, compose your email after the subject line.

Send Attach Protect Discard ...

To |

Cc

Add a subject
