


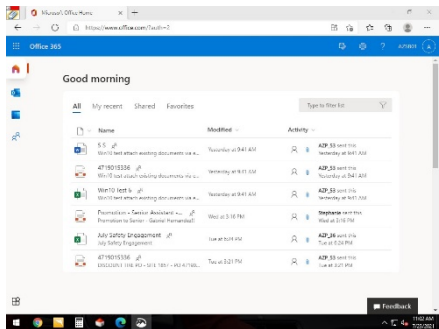
Outlook - How to Access Email

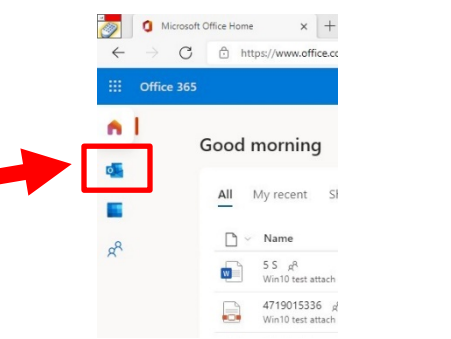
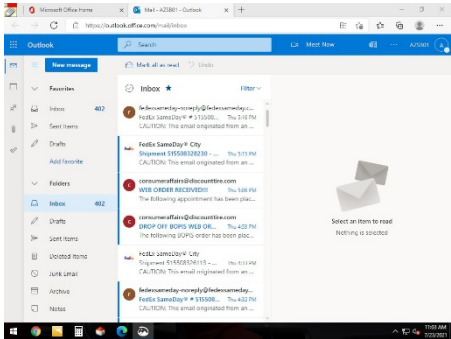
Introduction This quick reference guide assists new Outlook users with locating and signing into their Outlook desktop. This guide outlines two options for accessing your email.

Guidelines IMPORTANT: The Manager MUST access email from Net Station 1 (NS01) in the Manager office. The Store Associates should access email from the store workstations.




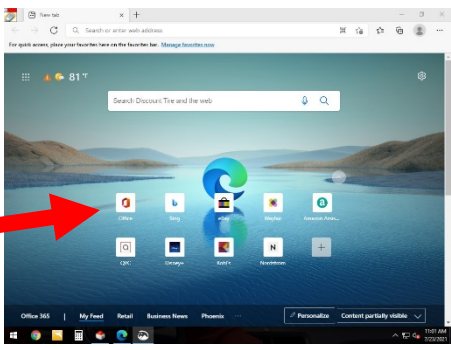
Always use company email accounts for professional purpose only.

Procedure Follow these steps to access Outlook for email:
Option 1: Using the Office 365 icon on your desktop

Step	Action
1	<p>Click on the Office 365 icon from your desktop</p> 
2	<p>You will be directed to this Office 365 page.</p> 

3	Click on the Outlook icon on the left to access email.	
4	You are now ready to Read and Send email.	

Option 2: Using the Edge browser icon on your desktop

Step 1	<p>You can also access email by selecting the Microsoft Edge icon on your desktop</p> 	
Step 2	<p>You will be directed to a page that looks like this.</p> <p>Select the Office 365 icon</p> 	

Step 3

You will be directed to this Office 365 page.

From this page, please follow Steps 3 and 4 under Option 1.

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.