

## 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

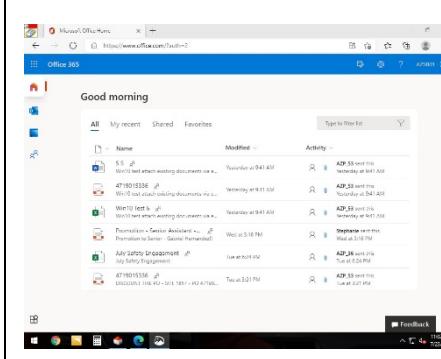
**IMPORTANT:** The Manager MUST access email from Net Station 1 (NS01) in the Manager office. The Store Associates should access email from the store workstations.

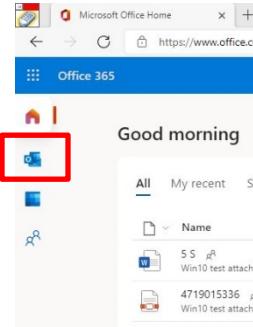
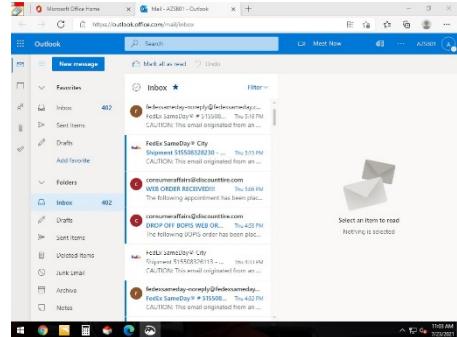
Always use company email accounts for professional purpose only.

### Procedure

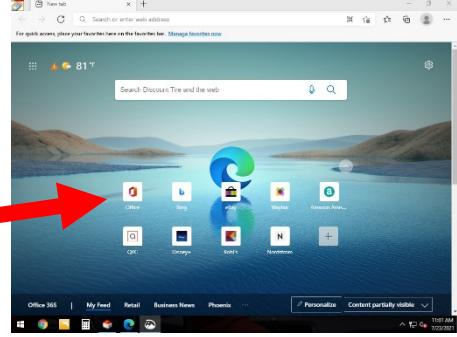
Follow these steps to access Outlook for email:

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	<p>Click on the Outlook icon on the left to access email.</p> 	
4	<p>You are now ready to Read and Send email.</p>	

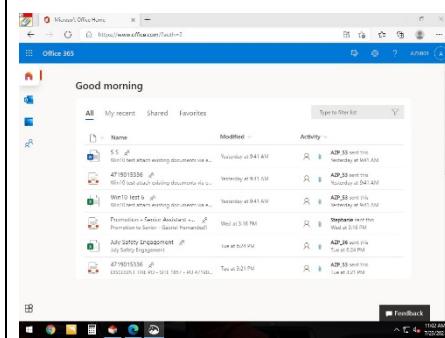
#### Option 2: Using the Edge browser icon on your desktop

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](mailto:support@discounttire.com) or 800-366-4399.