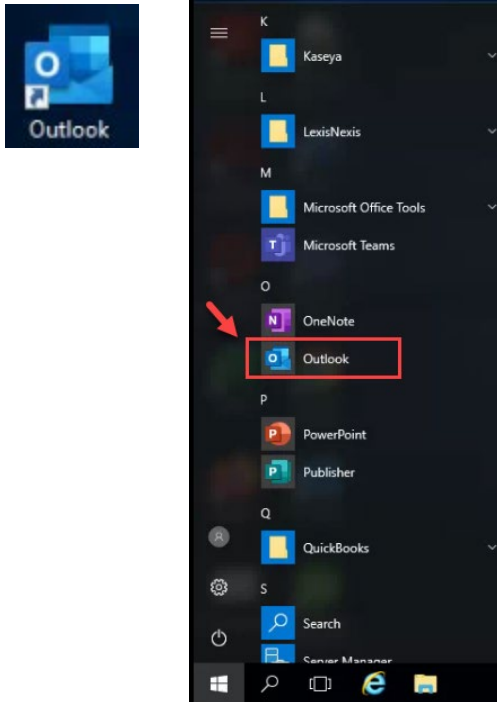


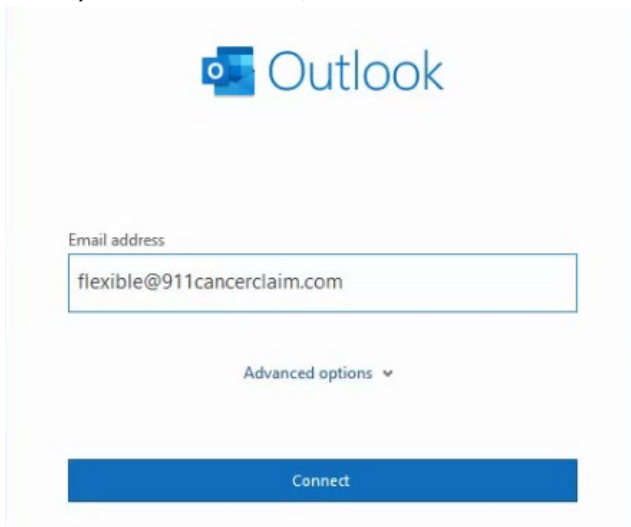
## How to Sign Into Outlook Desktop

You can sign in either locally on your PC or Mac using the Outlook program, or through the remote terminal server.

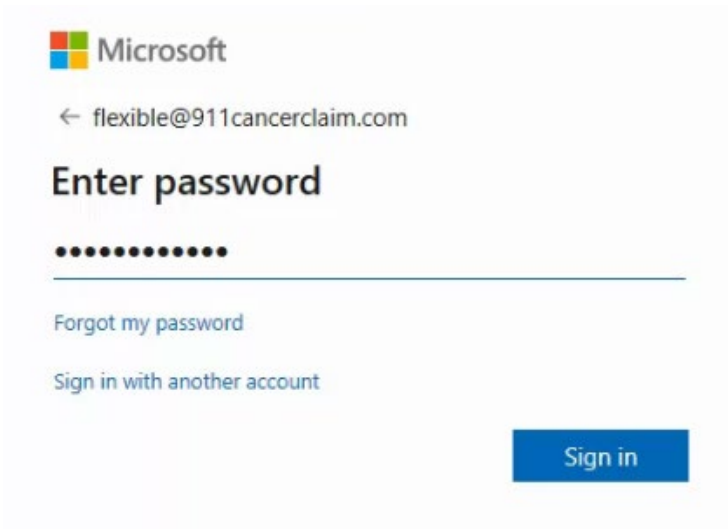
1. Click on the Outlook icon on your desktop. If you can't find it, you can go to Start Menu > Outlook



2. Enter your email address, then click Connect

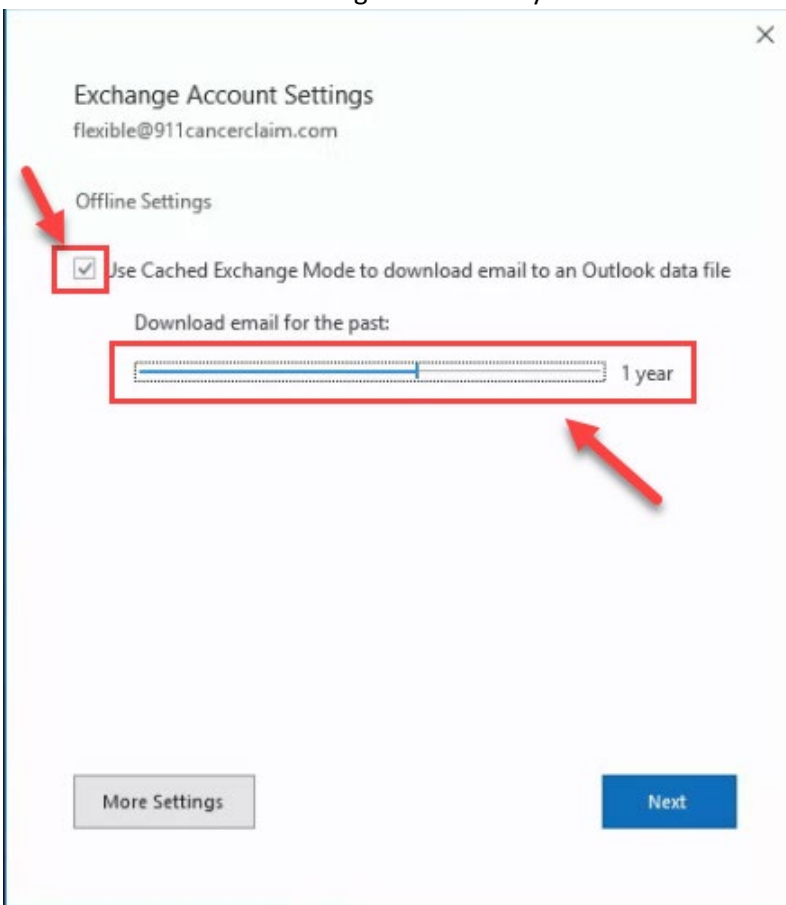


3. Enter your Office 365 password or the password you use if you received a new HP laptop. This is NOT the same as your Gmail password. If you are unsure of your password, call (631) 815-1800 and speak to a Flexible engineer.



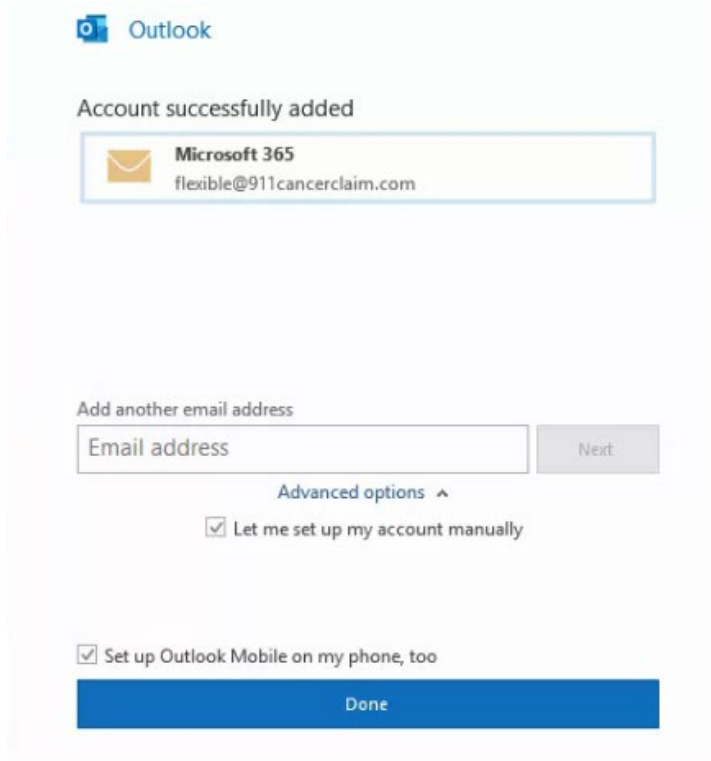
The image shows a Microsoft Office 365 sign-in screen. At the top left is the Microsoft logo. Below it is the email address 'flexible@911cancerclaim.com' with a back arrow. The main heading is 'Enter password'. Below the heading is a password input field with ten black dots. Underneath the password field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

4. If you are prompted, check off 'Use cached Exchange Mode to download email'. This will allow faster searches of emails. Drag the icon to 1 year or less.



The image shows the 'Exchange Account Settings' dialog box for the email address 'flexible@911cancerclaim.com'. The 'Offline Settings' section is expanded. A red arrow points to a checked checkbox labeled 'Use Cached Exchange Mode to download email to an Outlook data file'. Below this, the text 'Download email for the past:' is followed by a slider control. A red box highlights the slider, which is set to '1 year'. Another red arrow points to the '1 year' label. At the bottom of the dialog are two buttons: 'More Settings' and 'Next'.

5. Select Done. It may take a minute or two for Outlook to setup before opening.



6. Outlook will now open with all of your emails. It may take up to an hour for older emails to appear. **DO NOT SETUP AN EMAIL SIGNATURE. THIS IS APPLIED BY OFFICE 365 AUTOMATICALLY.**

