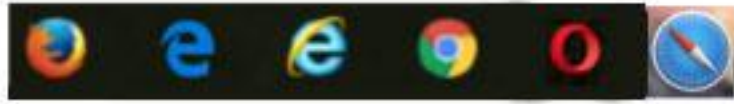


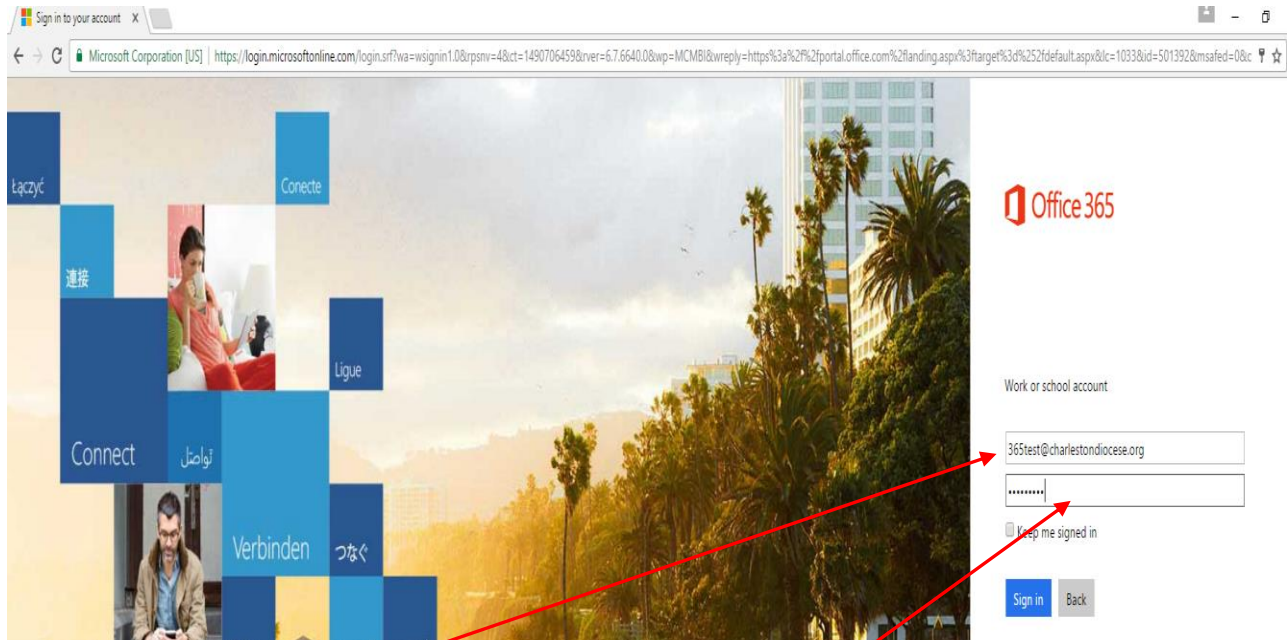
Accessing mail through a web browser

Open any web browser – IE, Firefox, Chrome, Safari, Opera or Edge



Type in:

<https://login.microsoftonline.com>



Username: yourname@charlestandiocese.org

Password: Abcd1234 (Capital 1st letter of the *FIRST* 4 of your last name. Plus your last 4 of your SSN) ie. Jeremy Wright – my password by default is: Wrig0409

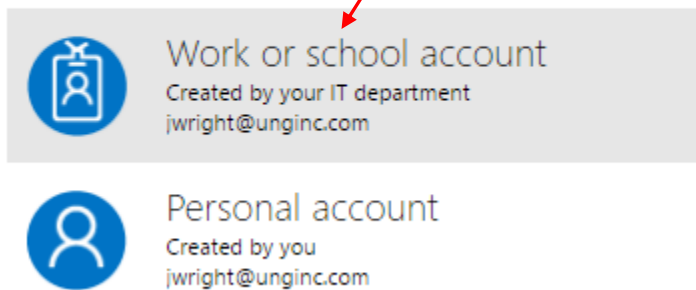
- If your last name has less than 4 letters, it will be: (Capital 1st letter of the *FIRST* 3 of your last name, and then your last 4 of your SSN. Plus an **!**) ie. Fry0724! If you have less than 3 letters, it will be: ie. Tz0325!! (two **!!** added)

Click

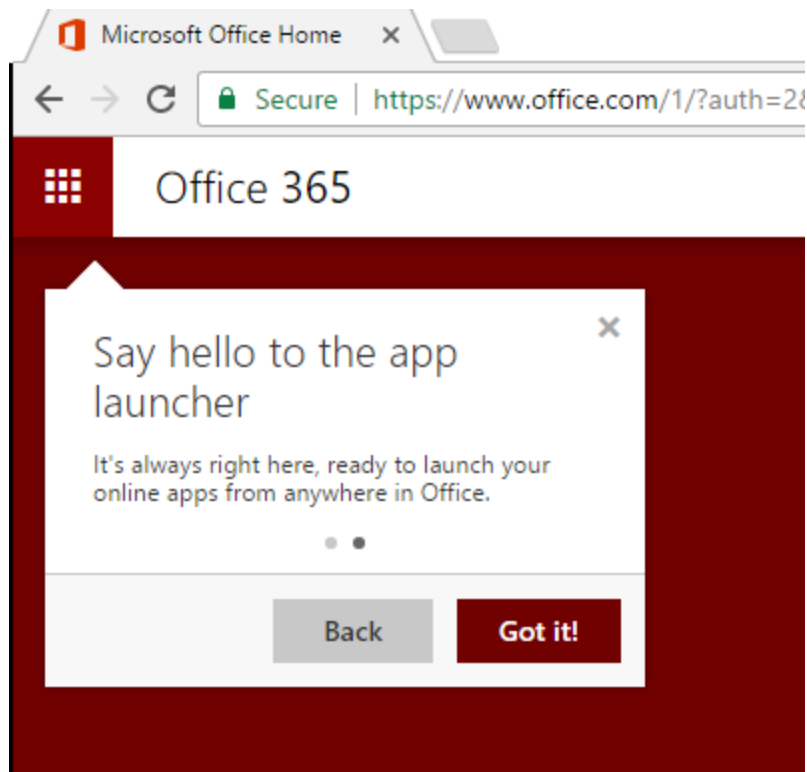
Sign in

If you get this message, click **Work or School account**

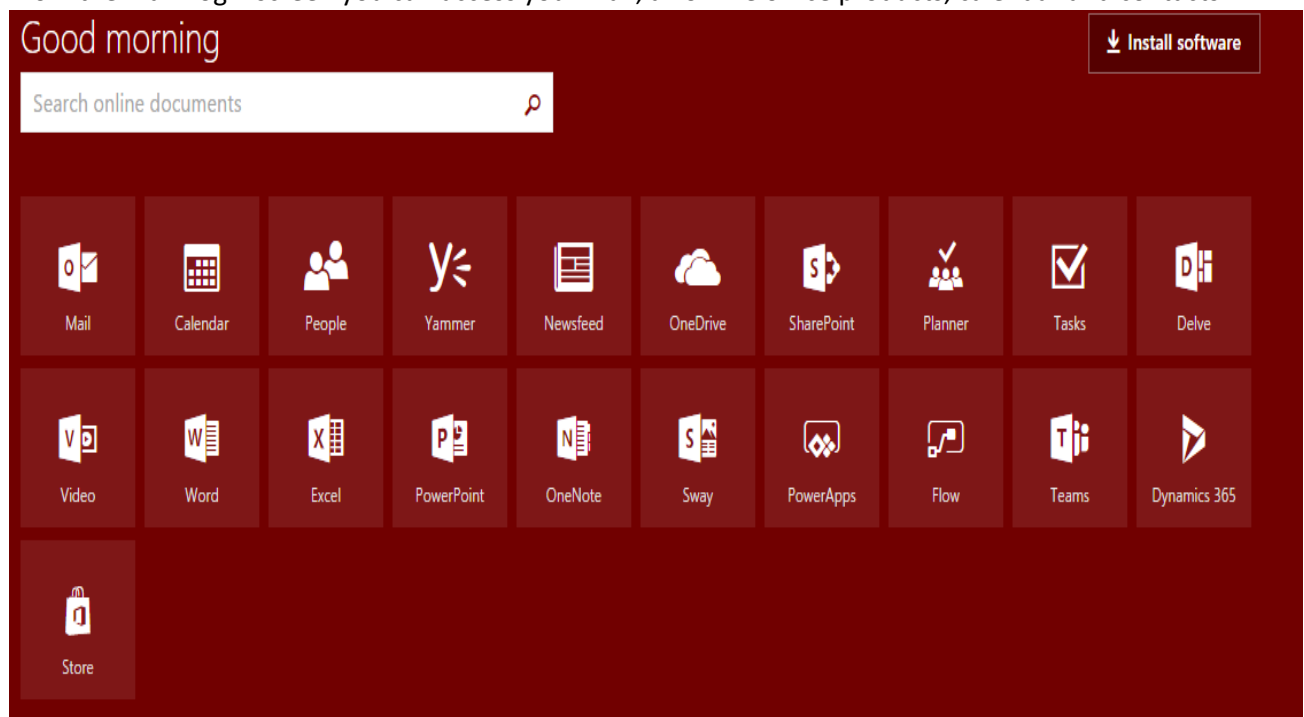
It looks like `jwright@unginc.com` is used with more than one account. Which account do you want to use?



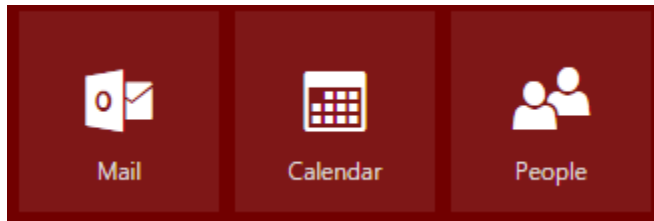
Please follow the tutorial



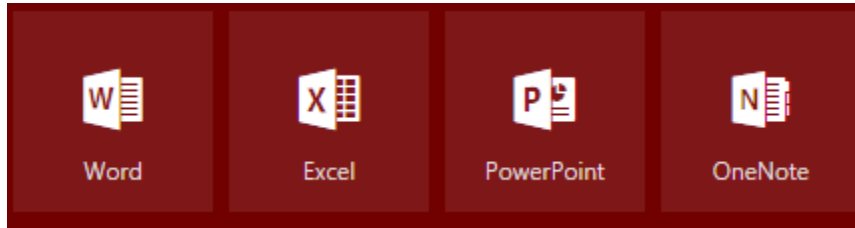
From the main login screen you can access your mail, all online office products, calendar and contacts.



These are the applications you will use mostly.



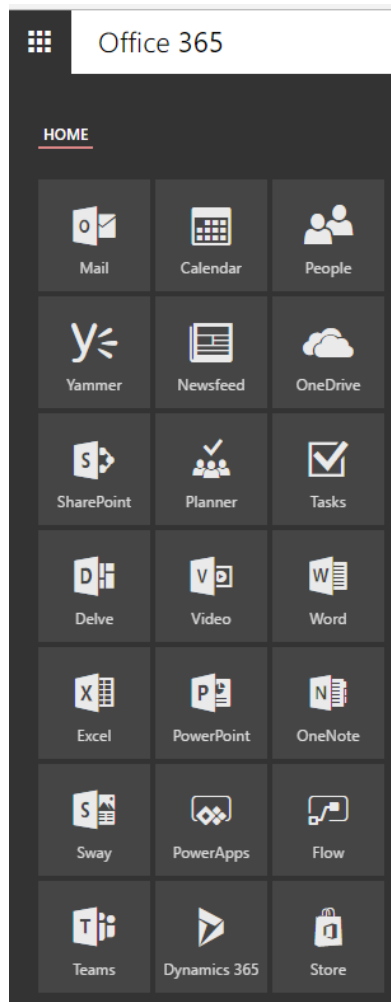
Diocese email Diocese Calendar Diocese contacts



You can create, save and email documents in Office online!

The app launcher is where you can also access Mail, Calendar, contacts and Office online products





The first time you click Mail you will be prompted to pick your time zone. (This is the only time it will prompt)



Choose your preferred display language and home time zone below.

Language:

English (United States) ▼

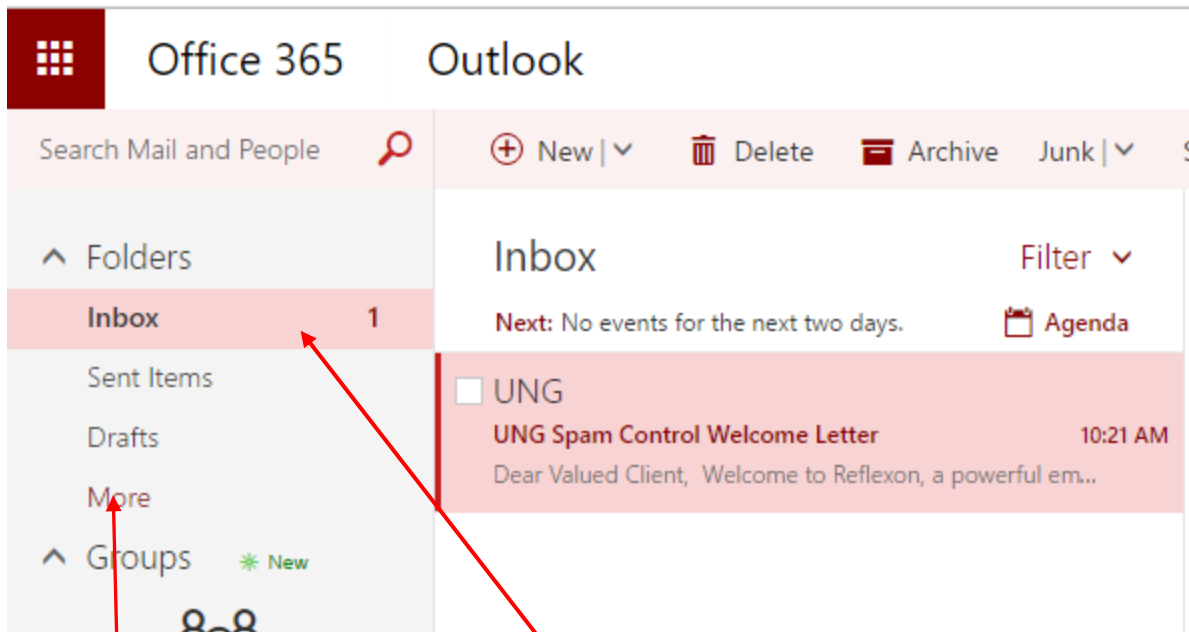
Time zone:

(UTC-05:00) Eastern Time (US & Canada) ▼

➔ Save

Chose Eastern Time and click **Save**.

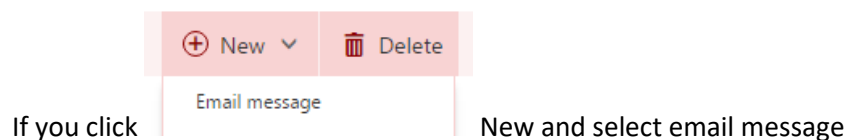
Outlook Online-



From the outlook web access, you can create New emails, view emails, reply ect..

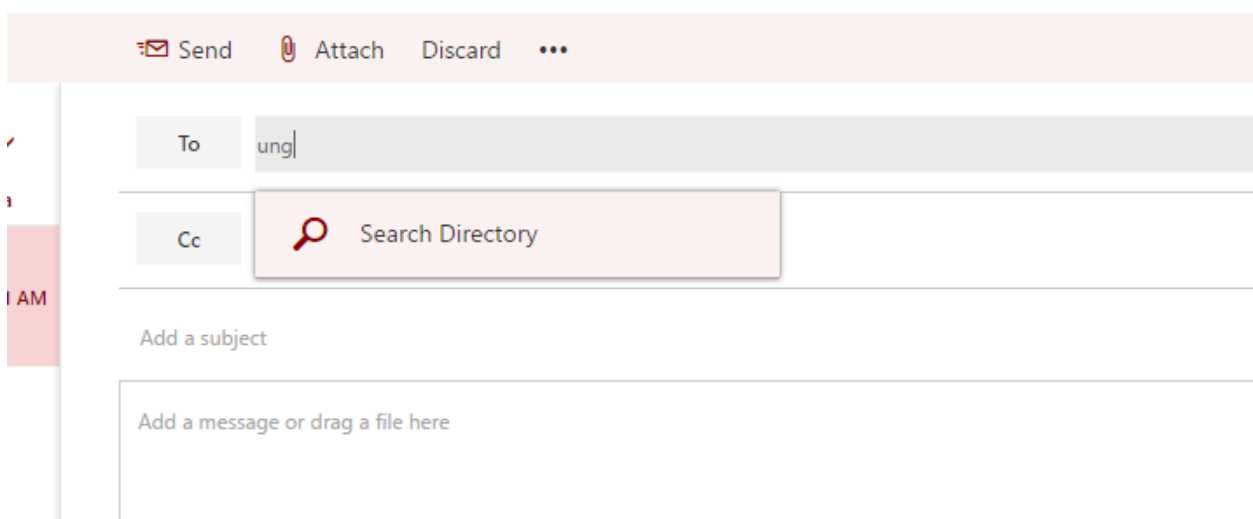
Click More to see Deleted items and Junk mail.

When new emails come in, they will be under your inbox.



If you click

New and select email message



You can search for anyone in the Diocese 365 email. Add your subject and send away!