

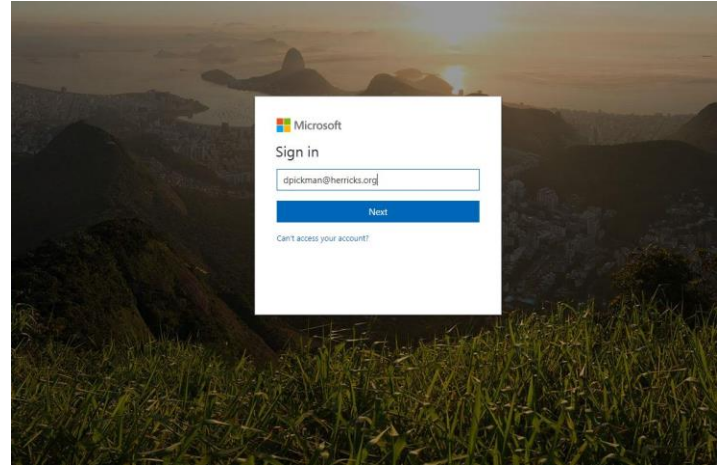
Accessing Your Herricks Email Using a Browser - Post Migration (Estimated Date: June 14th)

Once the email migration to Outlook Online has been completed, (**expected completion date June 14th**) you will have to access your email by going to <https://outlook.office.com>.

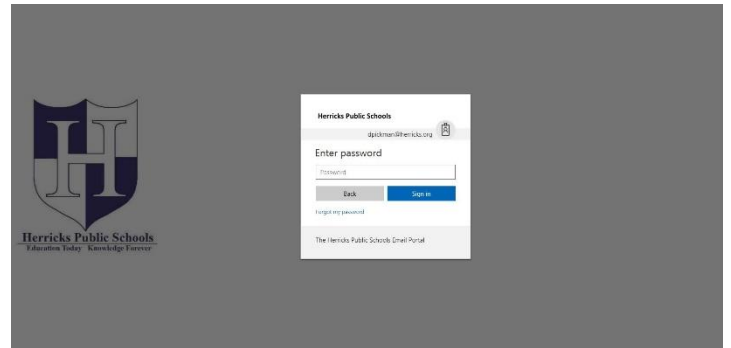
All links are the website will be re-directed to this new location.

This link will bring you to a screen like the one to the right. This is generic Microsoft login screen.

You will need to enter your **COMPLETE** Herricks email address in the box, ex: dpickman@herricks.org



Clicking on “Next” will bring you to the customized Herricks login screen. It is here you enter your Herricks email/network password before clicking the “Sign In” button.



The first time you access the system you will be asked to select a Language and a Time zone:

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

Click on “Save”.

You will be brought directly to your Herricks email account.

