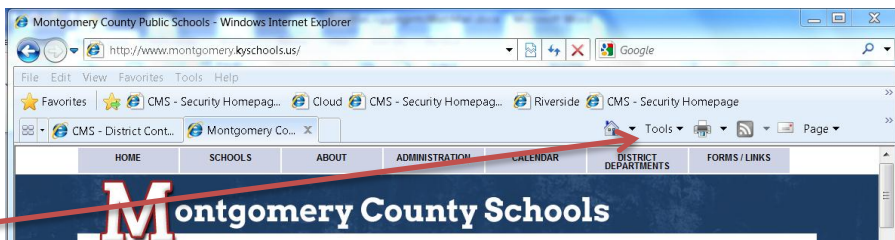


Trouble Logging into Web Mail

I do not see Office 365 on the web page when I try to log on to web mail

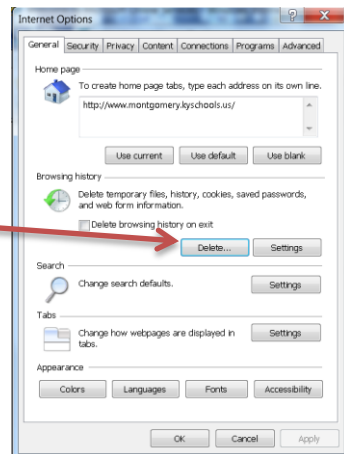


- Close all browser windows (Internet Explorer) This is very important.

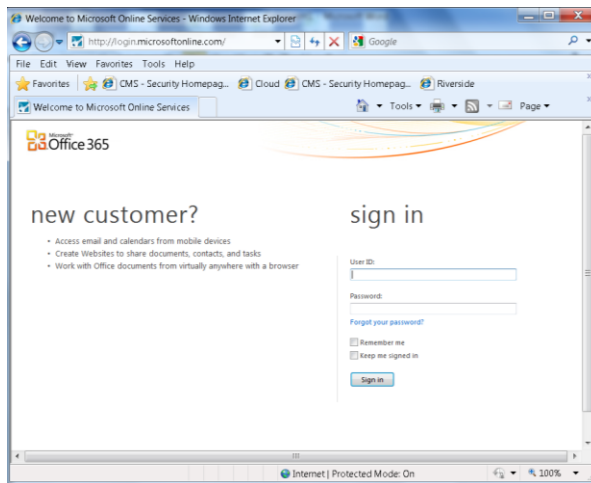
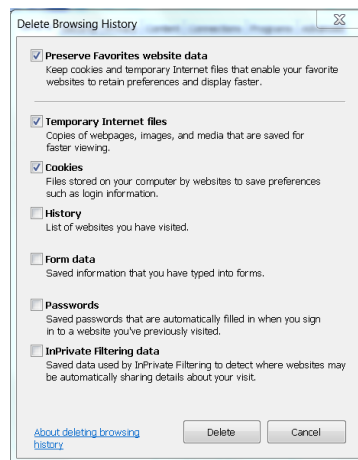


- Open Internet Explorer
- Click on Tools

- Click on Options
- Click Delete – located on General tab



- You will must have checkmarks beside:
 - Temporary Internet files
 - Cookies
- Click Delete
- Wait while the files are deleted
 - The amount of time will depend on how often you delete your temporary Internet files
 - Once the files are deleted the delete browsing history window will close
- Click OK to close Internet Options
- Click on Staff Email
- The new Office 365 window will open



I see Office 365 on the web page when I try to log on to web mail but my email will not open



sign in

- Click Sign in with a different user ID
- If you are having problems, you should only have to do this the first time

