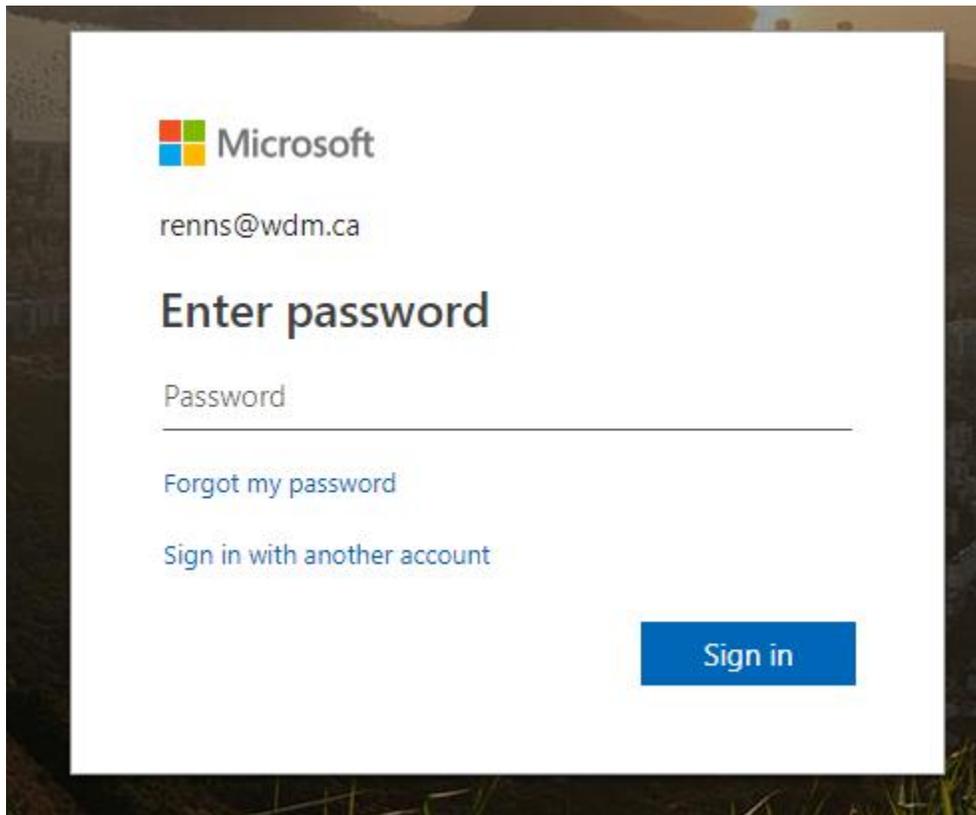


## Logging on to your Office365 email account

[www.office.com](http://www.office.com)

Your screen will look something like this.



## User ID

Your user id will be your (first initial and last name)@wdm.ca

le: [renns@wdm.ca](mailto:renns@wdm.ca)

Your password will be either:

- a) Given to you by your supervisor who I've emailed it to
- b) Your name and the year you started.

le: Roxanne2013

Click on box that says "Sign In"

Select the "Outlook" icon, choose inbox from the list on the left of your screen.

If you encounter problems logging in, please contact your supervisor.

