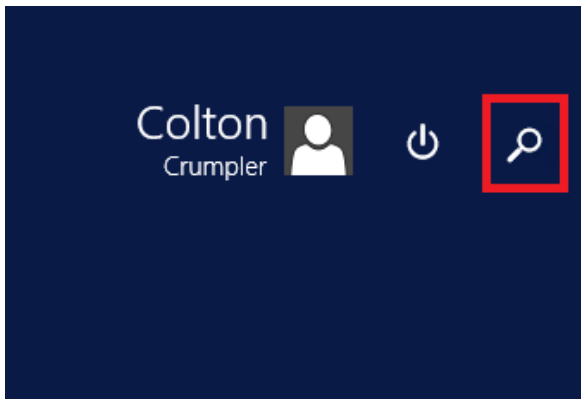


How to Log-In to Your E-Mail

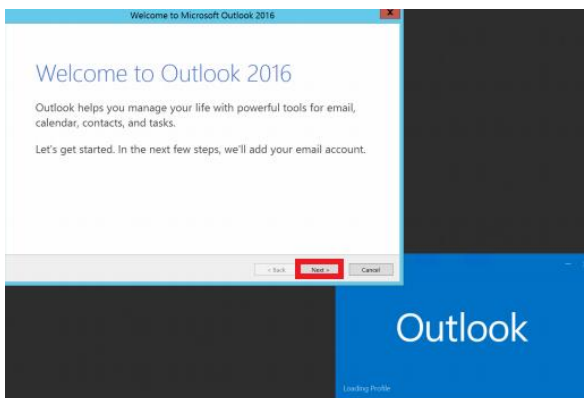
1. After logging into VMWare, search for Outlook icon clicking the below icon in the bottom left of your screen.



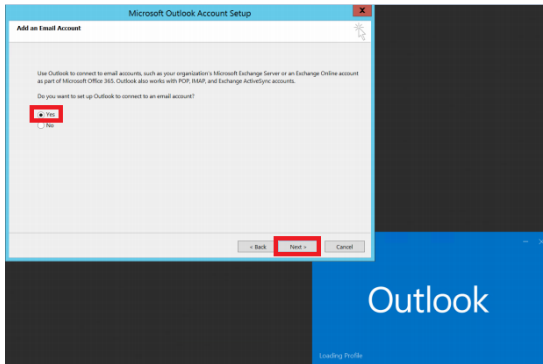
2. Search for Outlook by using the magnifying glass.



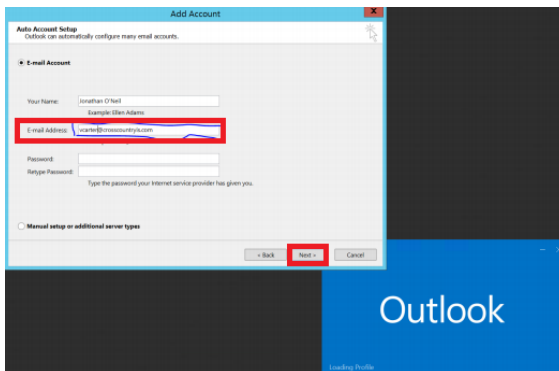
3. Click "Next >".



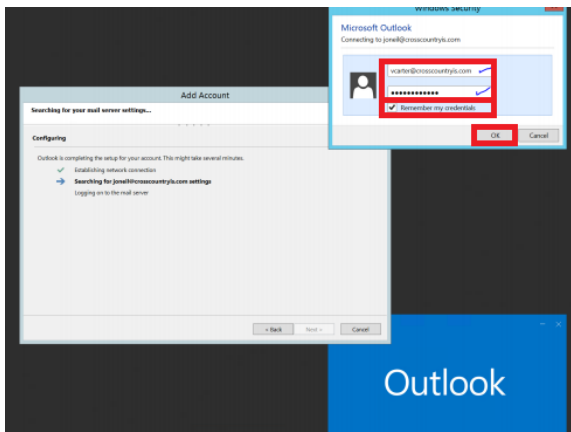
4. Select “Yes”, then click “Next >”.



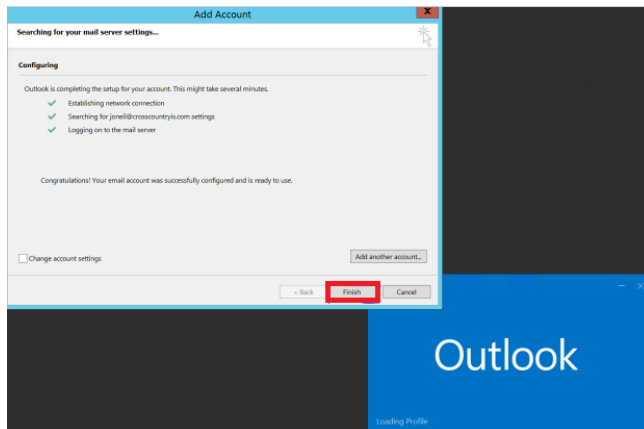
5. Make sure the crosscountryis.com is entered in the E-mail address field and enter your current vmware password. This field may auto-populate. Then, click “Next >”.



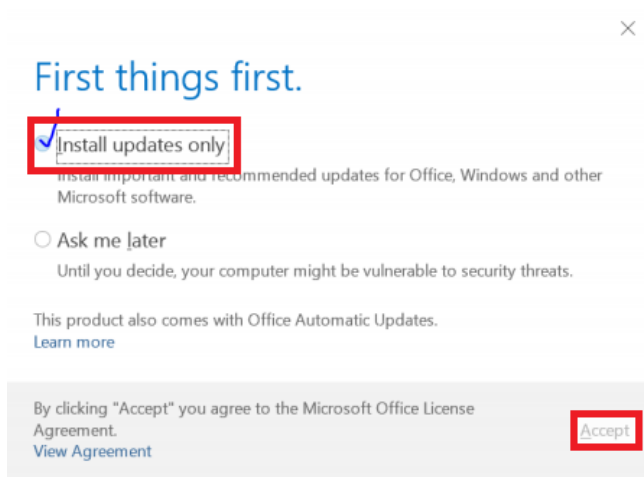
6. A prompt will appear for authentication. Enter your current VMWare password and make sure the first text box has your new crosscountryis.com address. Check “Remember my credentials”. Then, click “OK”.



7. Click “Finish” and you’re done!

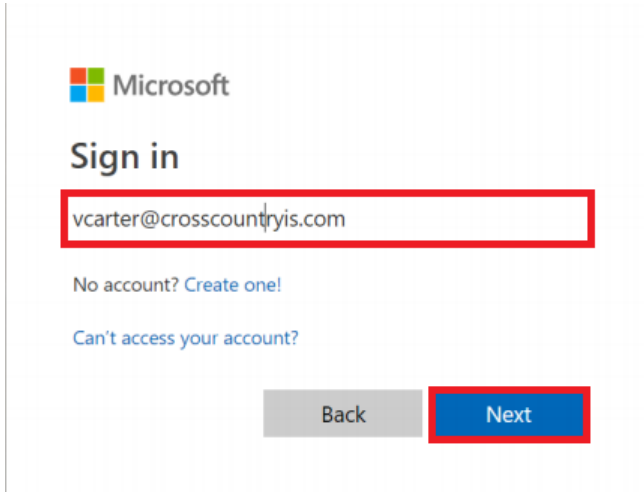


8. Lastly, select “Install updates only”. Then, click “Accept”.



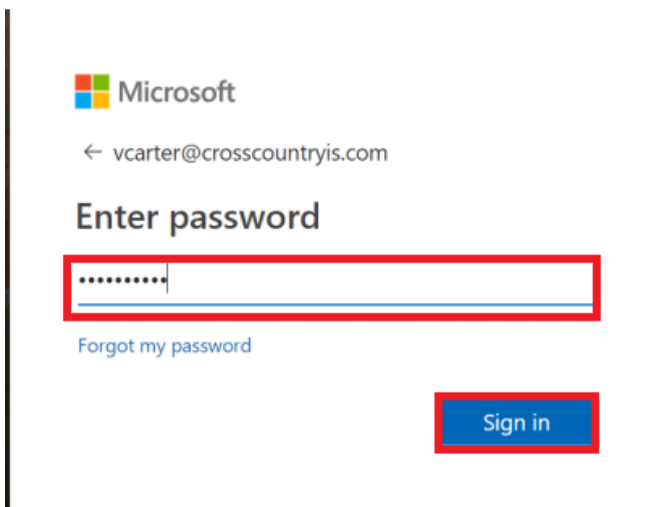
If you are logging into your email through a different web:

1. Navigate to <https://portal.office.com>. Enter your new crosscountryis.com email address. Then, click “Next”.



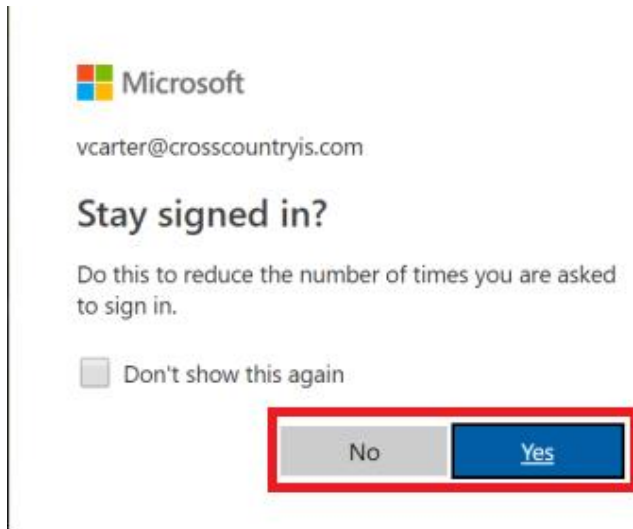
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "vcarter@crosscountryis.com" and is highlighted with a red border. Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button highlighted by a red border.

2. If you use web mail only, enter e-mail address password. If you have access to vmware, then enter your vmware password. Then, click “Sign in”.

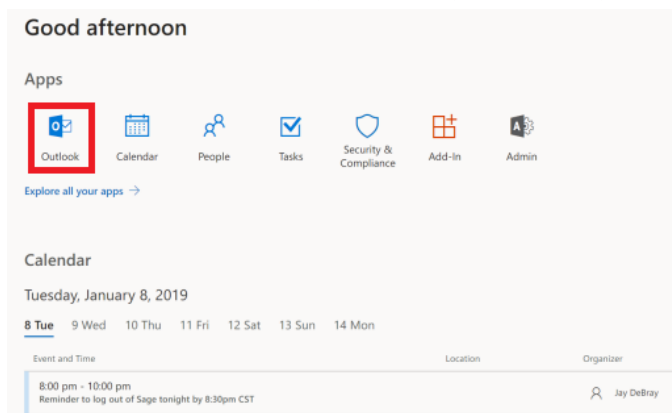


A screenshot of the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it is the text "Enter password". Above the password input field is the email address "vcarter@crosscountryis.com" with a left-pointing arrow. The password input field contains several dots and is highlighted with a red border. Below the input field is a link: "Forgot my password". At the bottom right is a blue "Sign in" button, also highlighted with a red border.

3. You can click “No” or “Yes” depending on if you want your password remembered the next time you log in.



4. Click “Outlook” and you’ll be placed in your inbox.



5. Next, you can navigate through your email.

