

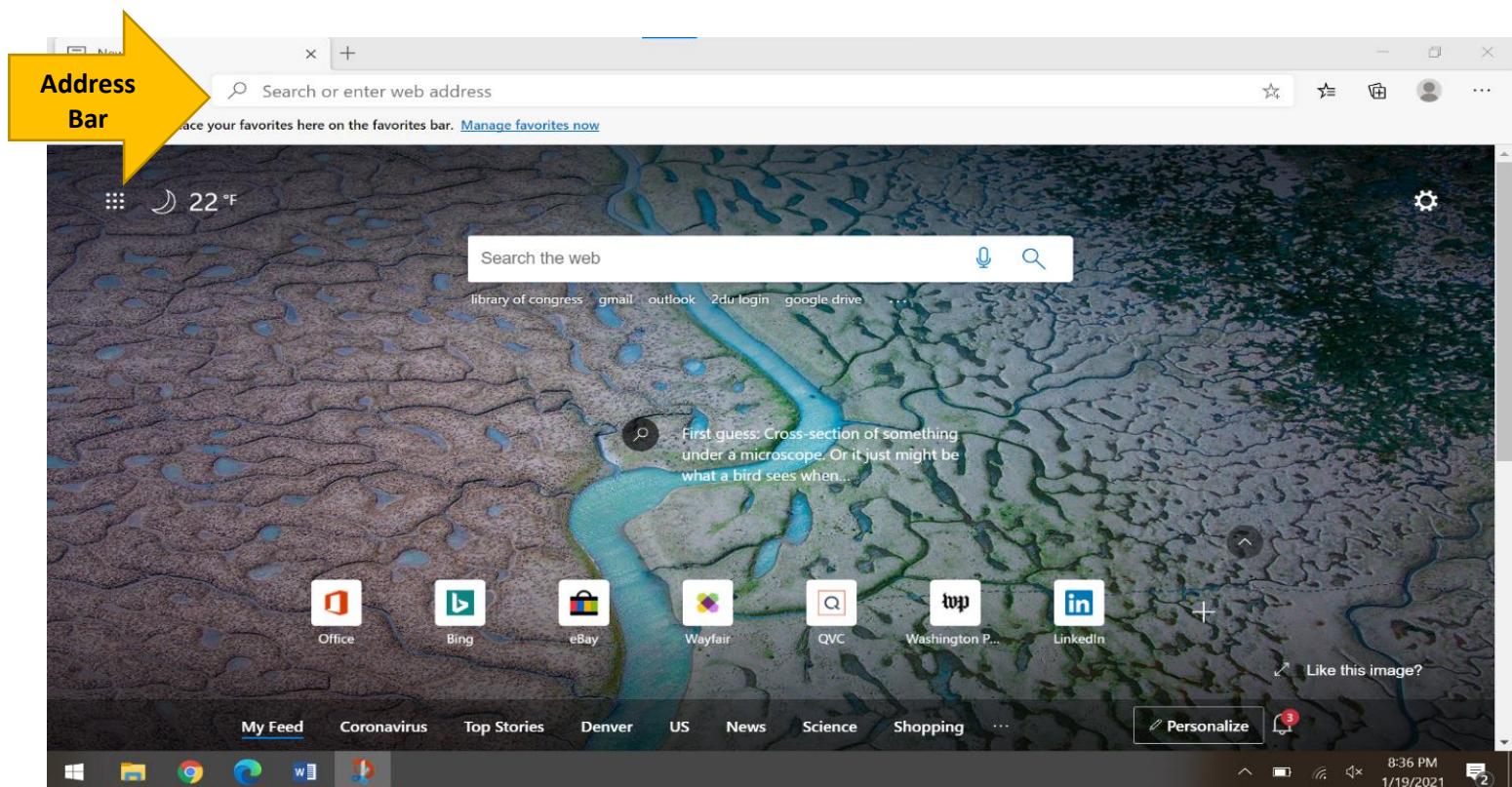


How to Get to Your Email

1. To be able to access your email, the first thing that you need to do is to open up the browser of your choosing.
 - a. This can be Chrome, Microsoft Edge, etc.



2. To access your email account online, the website address (also known as the URL) will need to be typed into the search bar.
 - a. Type in address/URL of the website you need to go to.

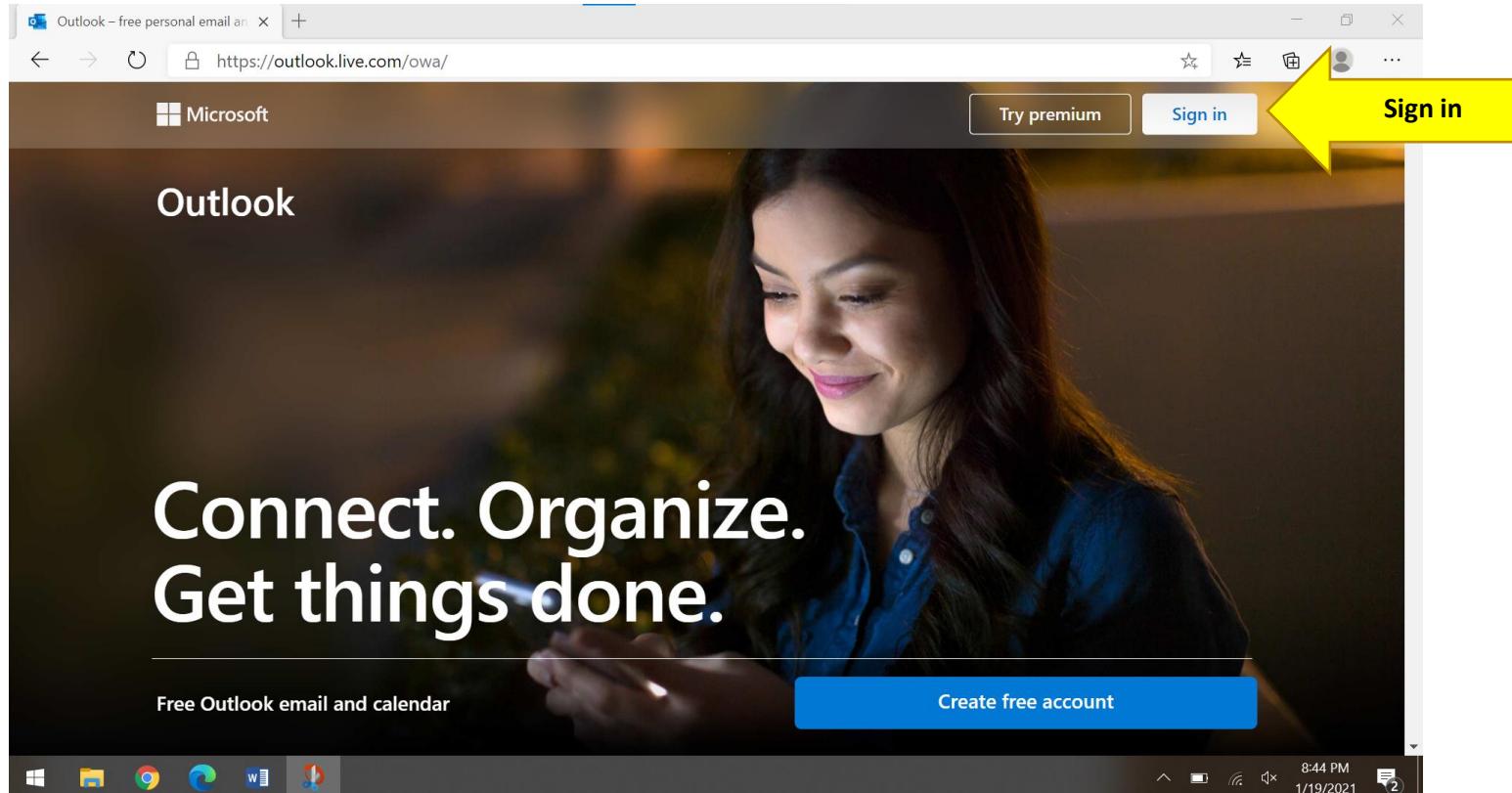


- b. Outlook, Hotmail, Gmail, etc. are all email platforms that can be accessed by typing in the URL in the search bar.
- c. If email is @outlook.com then type in www.outlook.com into the search bar so that you can sign into the email account.
- d. If your email is @hotmail.com then type in www.hotmail.com into the address bar so that you can sign into the email account.
- e. If your email is @yahoo.com then type in www.yahoo.com
- f. If your email is @gmail.com then type in www.gmail.com
- g. If your email is @mail.com then type in www.mail.com

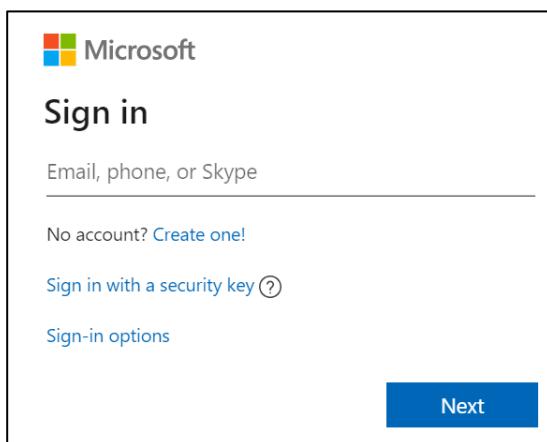


3. Once you have entered the email address into the address bar, you will be directed to the email's homepage. This is where you can sign into your email account. **The example below is for Hotmail, Outlook, Live, or MSN but it is the same process for other email providers.**

a. There is a "Sign in" button that you can click on to access your own email account.



- i Once this button is clicked, you will be directed to the sign in page. This is where you will type your email address in and click the "Next button" to enter in your password.
- ii Remember that passwords are case sensitive in most cases.



- iii This is the same process with other email addresses.



4. The example below is for a Gmail.

Google

Sign in

to continue to Gmail

Email or phone

Forgot email?

Not your computer? Use a private browsing window to sign in. [Learn more](#)

Create account

Next

A yellow arrow points to the right side of the page, with the text "Sign in page for Gmail" inside a yellow box.

5. If you forget your password, there are ways to recover it.

- On the email Sign-in page, there is a “Forgot password” link.
- Follow the onscreen prompts to recovering or resetting your password.
- You will be presented with questions that will help you get into your email and change your password.
- You may have to log into a recovery email or enter a cell phone number to receive either a text or a phone call to reset your password. The recovery email or phone numbers were input when the account was first created.

Enter password

Password

Keep me signed in

[Forgot password?](#)

[Sign in with a security key](#)

Sign in

A yellow arrow points to the "Forgot password?" link, with the text "Forgot Password link" inside a yellow box. The letter "i." is located below the "Sign in with a security key" link.

6. Remember that anything that you were working on when using this laptop will not be saved if the laptop is restarted.

Always save any documents or work onto a USB or send to your email.