

Using the new Office 365 Web Access Email

You will continue to open your web access email in the same fashion as before. The new version has more features, increased storage space, and allows you to take advantage of other online apps.

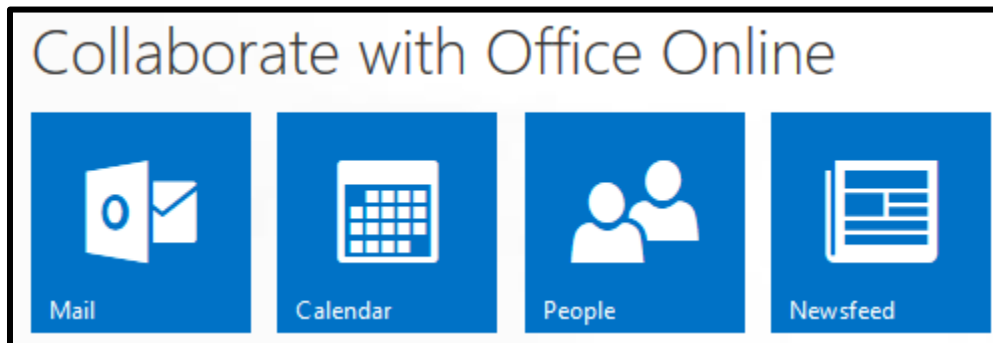
1. Sign into MyBucks and click the “**Log into Office 365**” link in the middle of the page.



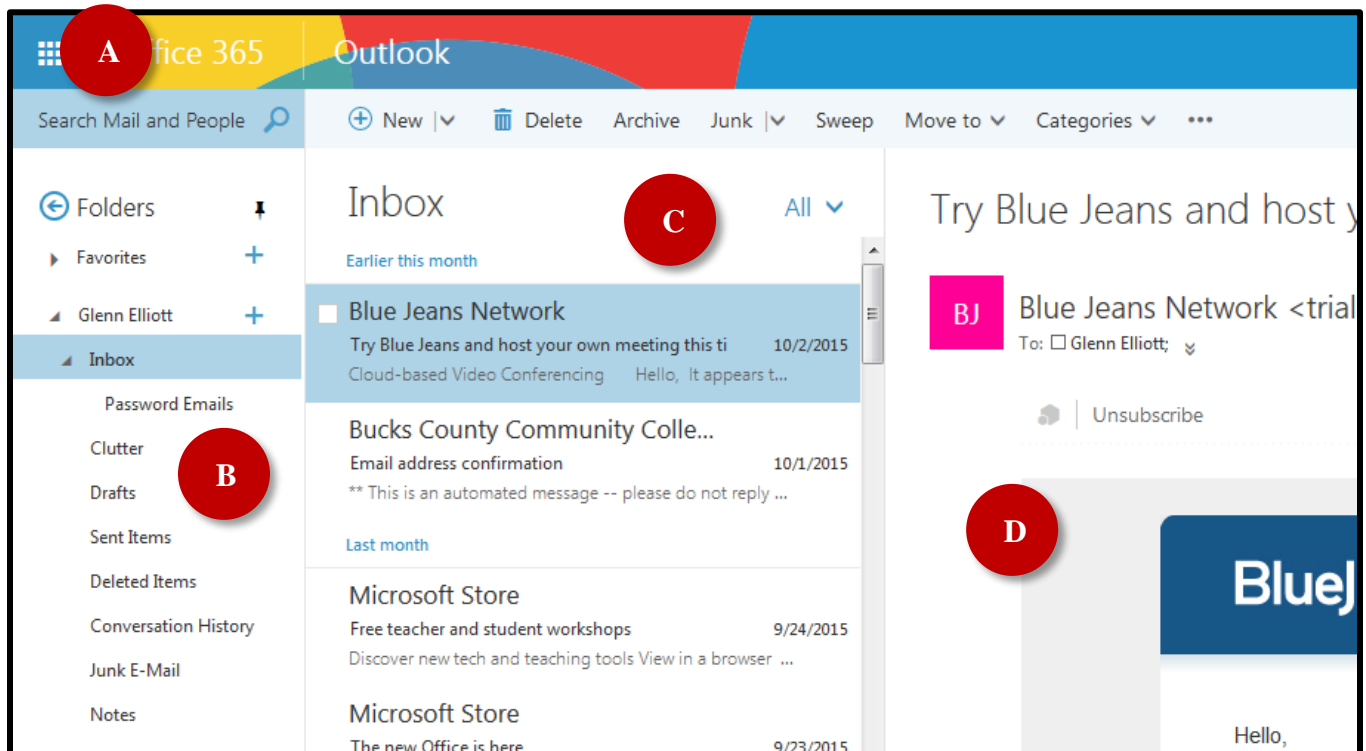
2. You may be prompted to choose “**I am signing into a website**”



3. If you are not directed to your inbox immediately, you will notice several icons that indicate the features that are available in Office 365. To access your email, click the **Mail** option. Note: if you have not signed in before, you may be prompted to enter your language and time zone (Eastern Time, US and Canada) preferences.



4. If you are familiar with the desktop version of Outlook 2013, you'll notice the Office 365 web email interface is very similar.
- A. Quick access to other Office 365 features (such as calendar, people, OneDrive, Word Online, Excel Online)
 - B. Folders (Inbox, Sent, Deleted, etc.) are located on the left panel.
 - C. Message preview is located in the middle panel.
 - D. The reading pane is located in the right panel.



5. After clicking the dial pad icon in the upper left, you will be shown different options for Office 365. You can access your calendar, contacts, OneDrive storage area, and online versions of Word, Excel, PowerPoint, and OneNote.

