

### **Login in**

Follow the steps handed to you on the Welcome sheet. If you encounter any problems, ask your SA for assistance.

### **Accessing your mail**

On Monday morning, you will be using a version of Outlook for Windows 3.11 or Windows 95.

The Windows 3.11 version of Outlook will display a sealed envelope with bold text for an unread message and a sealed envelope with normal text once for a message which have been read.

Until your workstation migration is completed, please follow these steps to work with Outlook mail.

### **To access your mail:**

1. Open the Mail/Courrier Group (unless otherwise specified by implementation team).
2. Double-Click the Outlook icon.

### **To view your ICONDESK Messages (last 2 weeks):**

1. Click the + of the **ICONDESK** Mailbox.
2. Click a folder (your **ICONDESK** folders are all in **UPPERCASE**).
3. Double-click a on a message.

**NOTE:** your **ICONDESK** messages will not display a name in the **FROM** field. The originators of all **ICONDESK** messages appear first in the **TO** field in **[square brackets]**. Example:

**TO: [John Smith SXR]; Jane Brown SXR**

### **To read new (Outlook) messages:**

1. Click your Personal Mailbox folder (will have your name).
2. Click the Inbox folder.
3. Double-click any message.