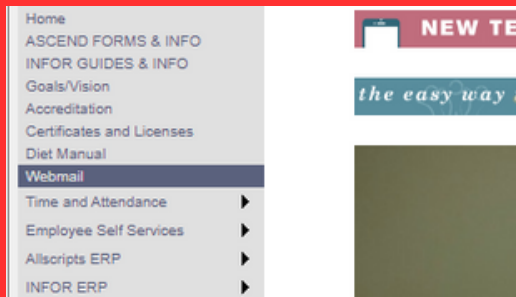


# OFFICE 365 FOR FRONTLINE USERS

**START HERE**

**1**



**CLICK ON WEBMAIL ON THE INTRANET**



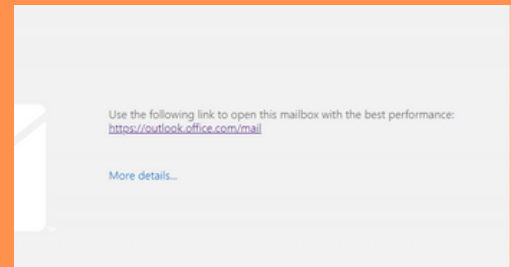
**PLEASE NOTE:**



**OFFICE 365 TRANSITION WILL HAPPEN FROM FEBRUARY TO APRIL 2024**

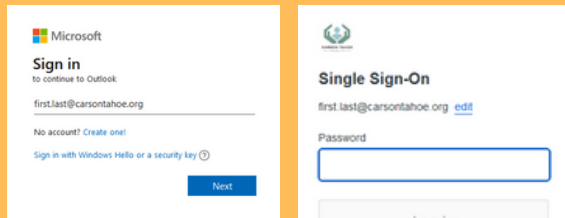
**WE WILL BE LETTING YOUR DEPARTMENT KNOW IN ADVANCE OF THE TRANSITION**

**2**



**YOU WILL SEE THIS SCREEN. CLICK THE LINK**

**3**

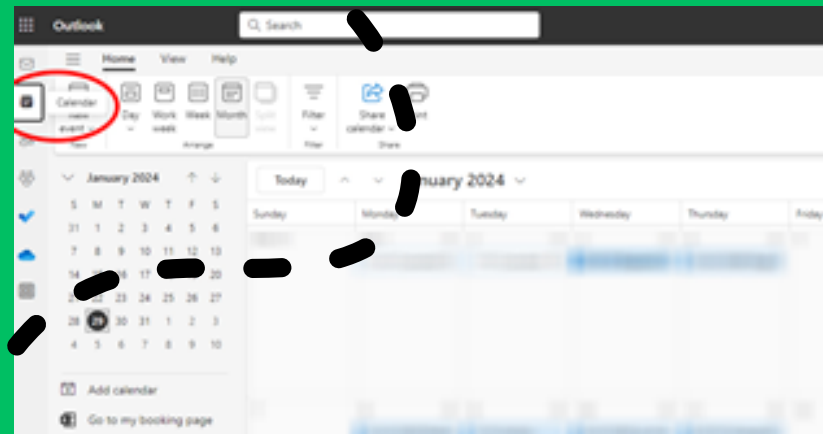
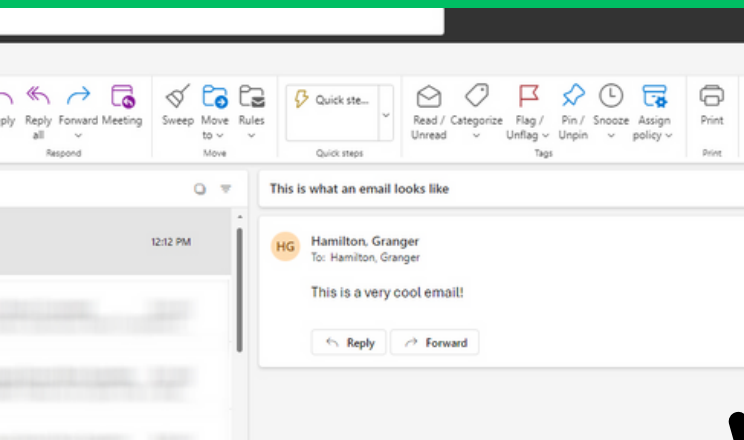


**SIGN IN WITH YOUR CTH EMAIL AND PASSWORD**

**4**

**THIS IS WHAT YOUR NEW EMAIL WILL LOOK LIKE**  
**CALENDAR**

**MAIL**



**5**

**BOOKMARK IT**  
**<https://outlook.office.com/mail>**