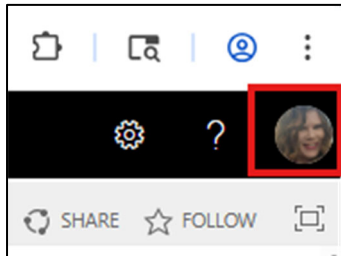
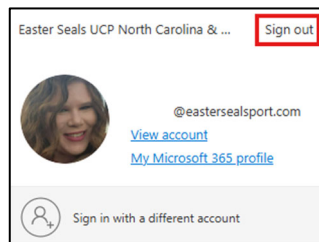


How to Update Outlook via Web Access

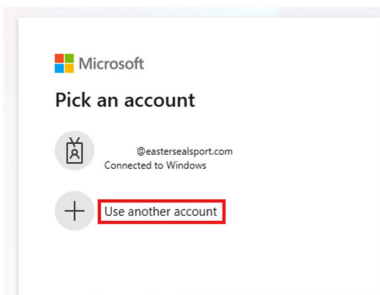
1. Open Outlook.
 - a. <https://outlook.office.com/mail/>
2. Click on the profile circle icon in the top right-hand corner.
 - a. It will have your profile picture or your initials if you do not have a profile picture set.



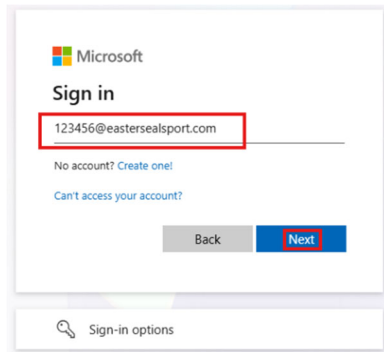
3. Click "Sign Out".



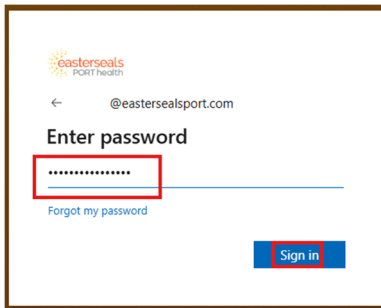
4. Close your web browser.
5. Open up the Outlook Website again.
6. Click "Use another account".
 - a. If the site tries to automatically login you in with your old email, click "cancel". It should then show you the screen below.
 - b. If you still have issues, then follow the instructions for updating your SharePoint account. Then attempt to login to Outlook again.



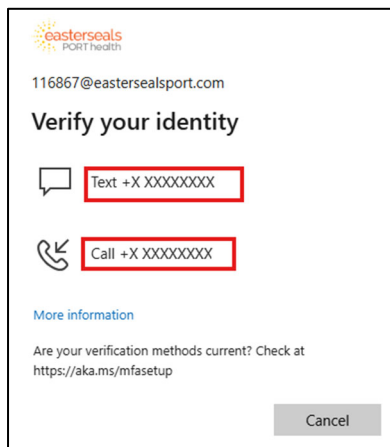
7. Enter your new email account.
 - a. employeeID@eastersealsport.com



8. Enter your password.



9. If prompted, verify your account with the MFA verification.



10. You should now be able to access your email.

If you have any issues with these instructions, please contact the Service Desk at 1.888.889.7230.