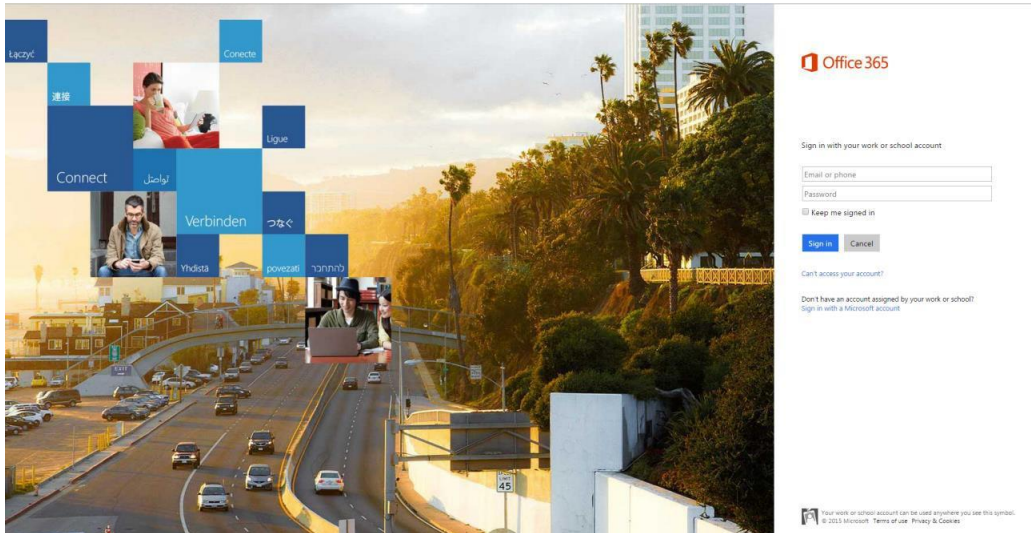
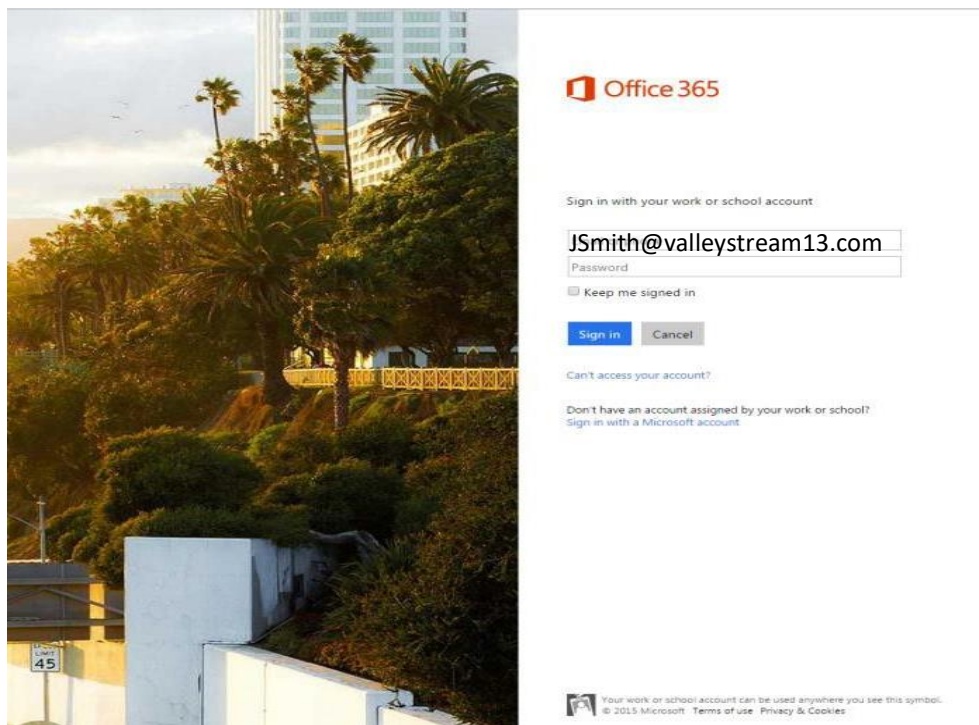


Logging in to Your New Email

1. Go to portal.office.com



2. Enter your complete email address, which is your first initial and full last name (ex: JSmith@valleystream13.com)



3. Enter your password

Please use the password which you use to log in to the computer. If you previously had a different email password, please use your computer login password as your email password at this time.