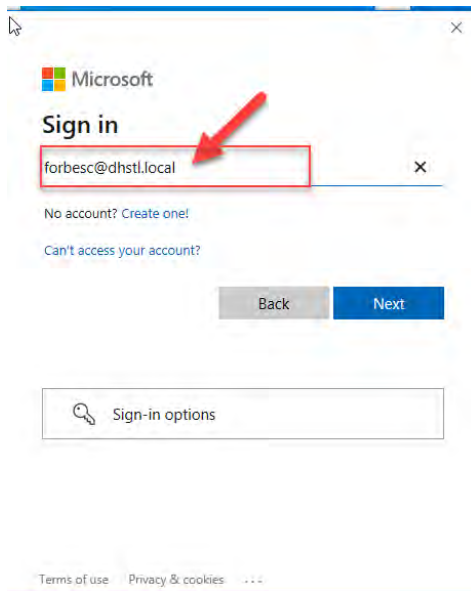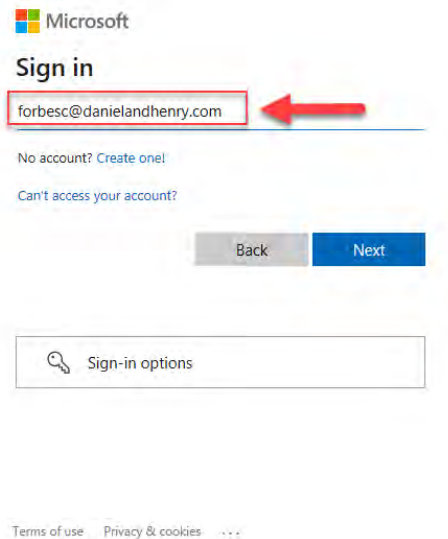# DANIEL & HENRY

Logging Into Outlook for the First Time
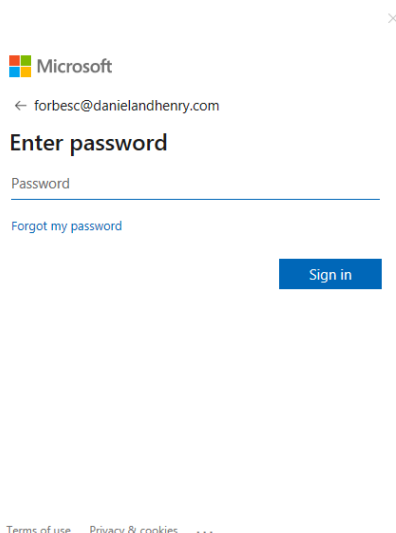
1. When you first click on Outlook, you will see the following:

2. Change the Sign in name to your email address and click Next:

3. Enter your password. This is the password you use when you log into your computer each day, and click Sign In.

Note – If you have any issues, please reach out to Christine, Justin or Dustin. Thanks!!