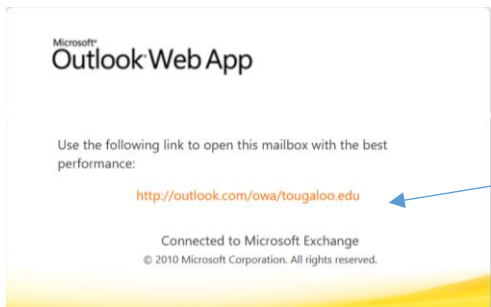
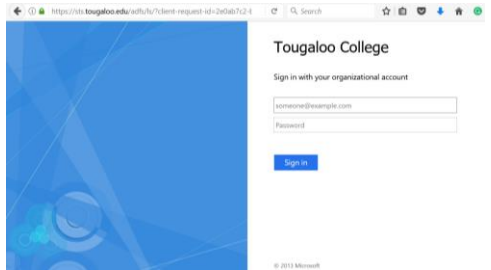


**Accessing Email** 

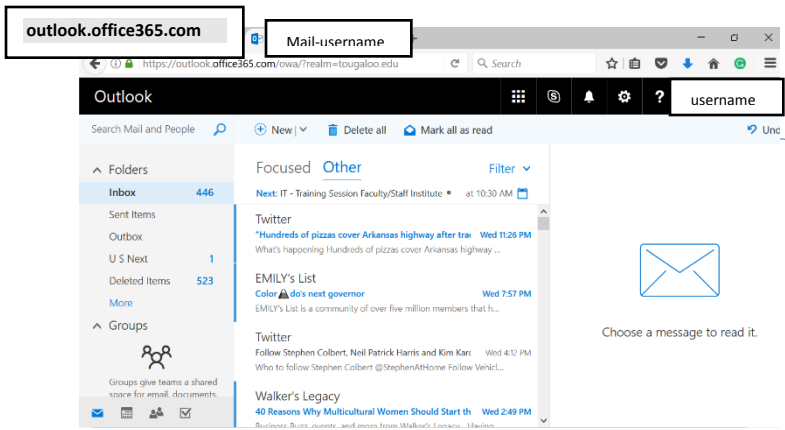
To access email using **Webmail**  
Type in: username and password



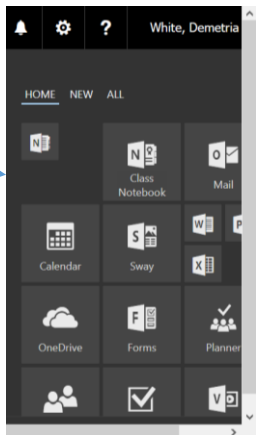
Click on link:  
You will be redirected to Outlook Mail



Sign in:  
username@tougaloo.edu  
password



**MS Office Tools**



**Access email by cell phone:** Go to Settings => Add Account => Select Microsoft Exchange => type user name as username@tougaloo.edu type password => Next/Done => Mail will sync (you can select how often to sync emails, by changing the settings.)