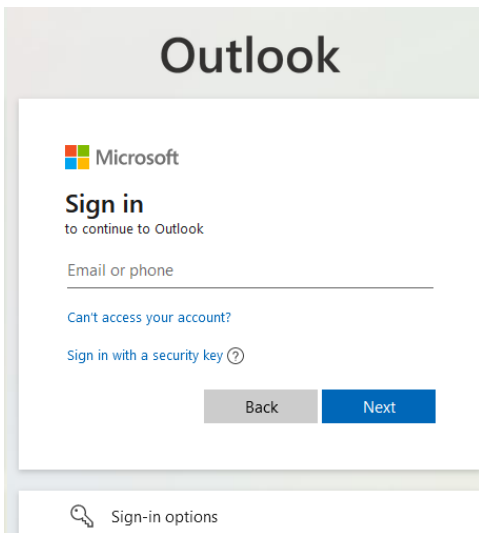
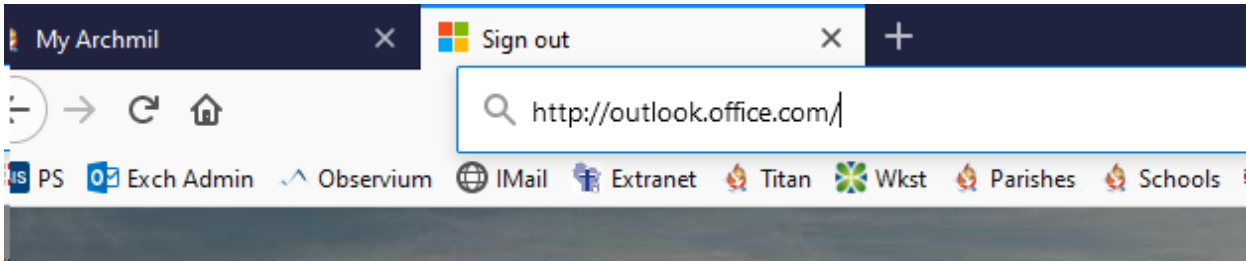


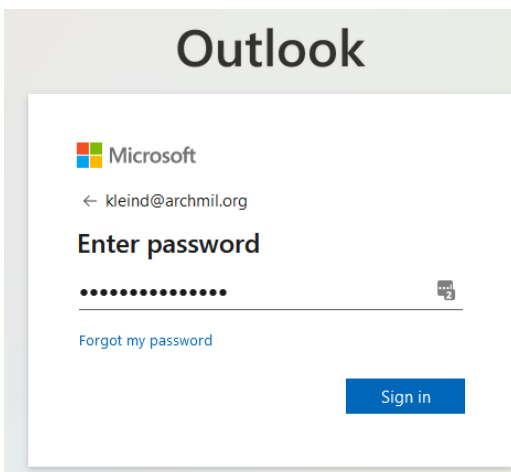
## Accessing my Archmil Email Account

Your Archmil.org email account is now part of the Microsoft365 platform which can **always** be accessed through any web browser(e.g. Chrome, Firefox or Edge). If you have a saved bookmark or icon that took you to your email previously –**DELETE IT**. It will not work as your account has a new home address.

Simply open your preferred browser and go to <https://outlook.office.com> and hit enter.



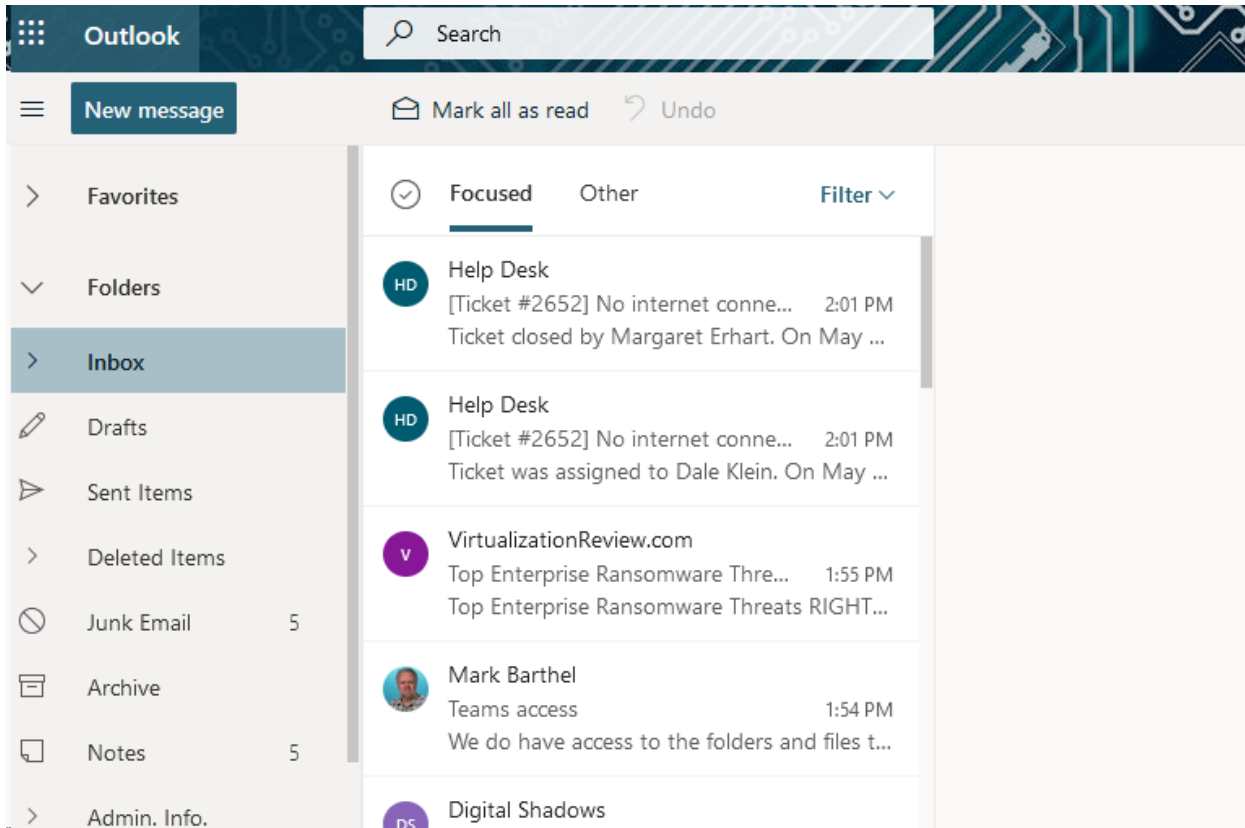
Enter your full email address and click on **Next**



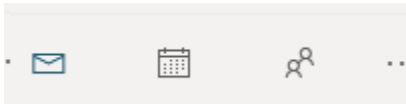
Enter your full password and click on **Sign in**

Your account should look similar to mine (shown below). This is a little different in looks but a more robust email system than what you were using before.

# Accessing my Archmil Email Account



At the bottom of the left column are some icons you need to know:



- The Envelope is for emails
- The second icon is for your calendar
- The third icon is people, this is where you will find a list of your contacts

If you are still experiencing issues you can contact myself or Mark for assistance at the Archdiocese.

Dale: 414-769-3440 [kleind@archmil.org](mailto:kleind@archmil.org)

Mark: 414-769-3454 [barthelm@archmil.org](mailto:barthelm@archmil.org)

**PHONE APP:** Go to your app store (Play Store on Android or App Store for Apple). The icon should look similar to this:



Just enter your full email address and password. It should load right up.