

Setup Outlook Webmail

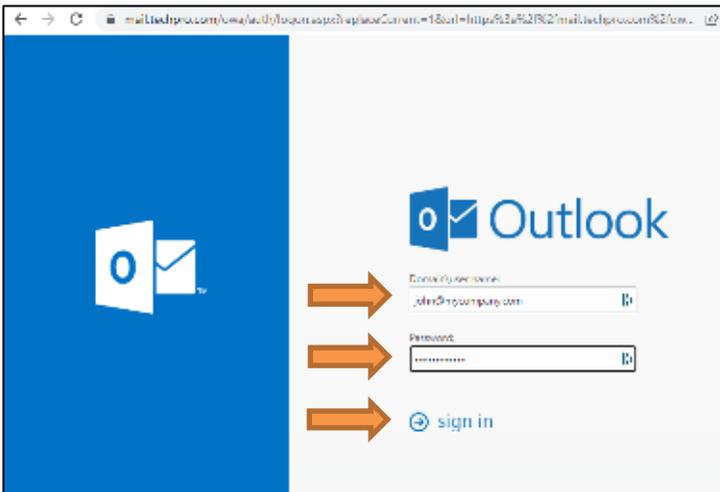
Quick Reference Guide

Setup your TP Hosted Outlook Email from any web browser (Google Chrome, MS Edge, Mozilla Firefox, etc.)

1. Enter <https://mail.techpro.com> in your web browser address field.



2. Press **Enter**. Enter info in both fields as shown.



Domain\User name (this is NOT case sensitive)

Example: john@mycompany.com

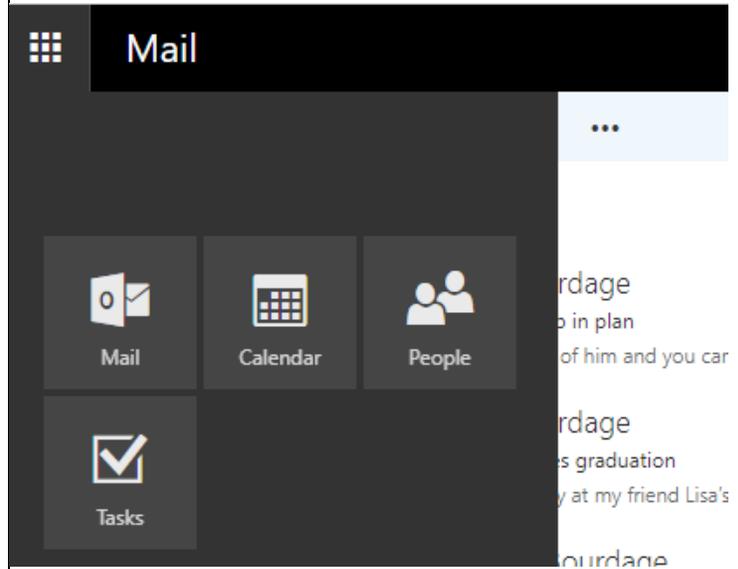
Password: Same you use to logon when in the office.

Click **Sign in**

3. The Outlook Web App opens with your mailbox and folders. Notice the **blue/black** bar at the top.



4. For **Calendar, People** or **Tasks**, click "Tic-Tac-Toe" icon on the **blue/black** bar.



5. To Sign out of Outlook, click the person icon at top right.

Select **Sign out**.

