

## Topic: Accessing e-mail

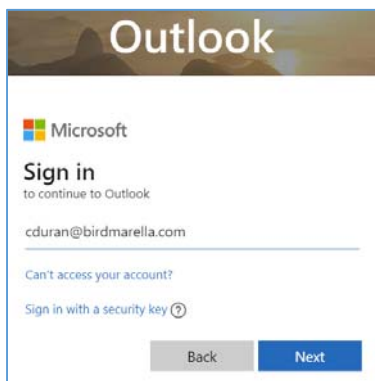
### Applicability: All employees

In case of a power outage at the office or other scenarios that impact the firm's normal email system you can still get your firm related email at two alternative websites:

1. Outlook Web Access (accessible via a web browser at <https://outlook.office.com/mail/inbox>)

User name: first initial and last name @birdmarella.com

Password: same as you use to log on to the network



The screenshot shows the Outlook sign-in page. At the top, it says "Outlook" and "Microsoft". Below that, it says "Sign in to continue to Outlook". The email address "cduran@birdmarella.com" is entered in the sign-in field. There are links for "Can't access your account?" and "Sign in with a security key". At the bottom, there are "Back" and "Next" buttons.



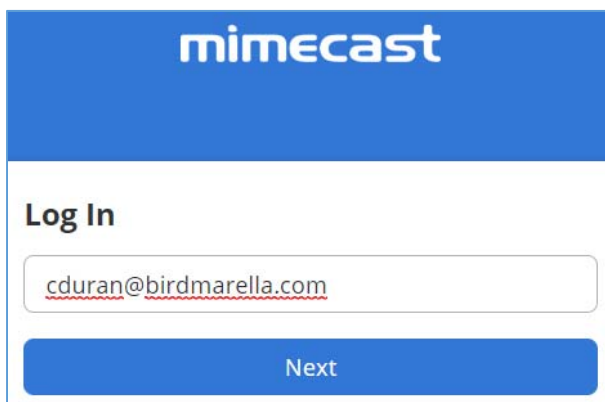
The screenshot shows the Outlook password entry page. At the top, it says "Outlook" and "Microsoft". Below that, it says "Sign in" and "cduran@birdmarella.com". The "Enter password" field is visible with a masked password ".....". There is a link for "Forgot my password" and a "Sign in" button at the bottom right.

2. Mimecast (accessible as an app on your smart phone or via a web browser at [www.mimecast.com](http://www.mimecast.com))

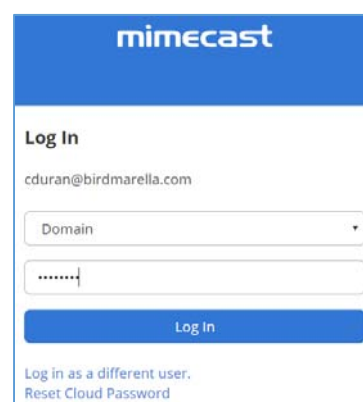
User name: first initial and last name @birdmarella.com

Domain: Domain

Password: same as you use to log on to the network



The screenshot shows the Mimecast log in page. At the top, it says "mimecast". Below that, it says "Log In". The email address "cduran@birdmarella.com" is entered in the log in field. There is a "Next" button at the bottom.



The screenshot shows the Mimecast password entry page. At the top, it says "mimecast". Below that, it says "Log In" and "cduran@birdmarella.com". There is a "Domain" dropdown menu and a masked password field ".....". There is a "Log In" button and links for "Log in as a different user." and "Reset Cloud Password" at the bottom.