|  |  |  |
| --- | --- | --- |
| Sign-in to Outlook Client | | |
| **Steps** | **Process** | **Image** |
|  | Log in to your PC using the same network username and password you use today. | **e5985d77-054b-4c4d-b91d-72f77f367289@namprd05** |
|  | Open Outlook | **Outlook 2010**  **Outlook 2013 and 2016** |
|  | If you are prompted to provide credentials after opening Outlook:  User ID - enter your email address with the @mass.gov extension  Password - enter your existing network password  Click ‘**Remember my credentials**’ and click ‘OK’ |  |
|  | If you have any shared mailboxes and/or shared calendars, please validate they appear in the left-side panels under your mailbox and in your calendar  **(NOTE: depending on the size of the mailbox, it may take some time to display messages. If shared calendars still do not appear, you may to re-add them).** | **Shared Mailboxes**  **Shared Calendars** |