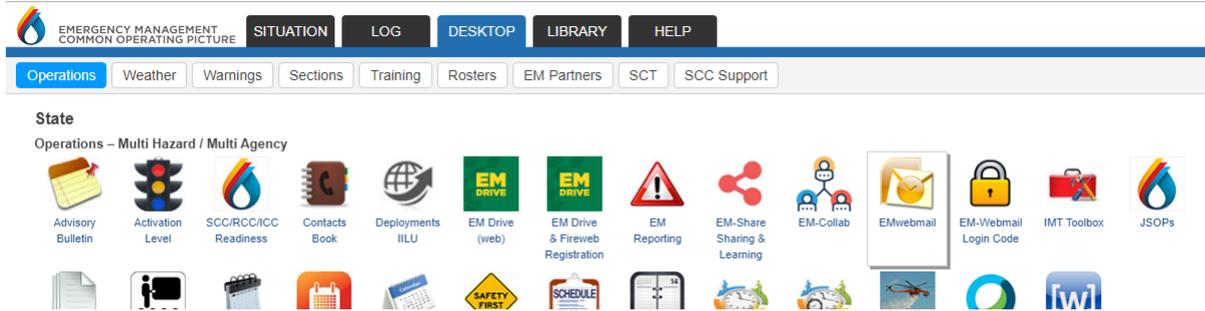


EM-Webmail Login Guide

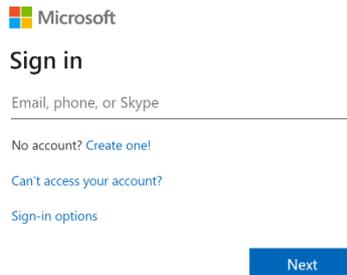
version 1.4 – 04-Oct-2019

1. Go to the Operations page of the EM-COP Desktop and click the **EM-Webmail** icon.



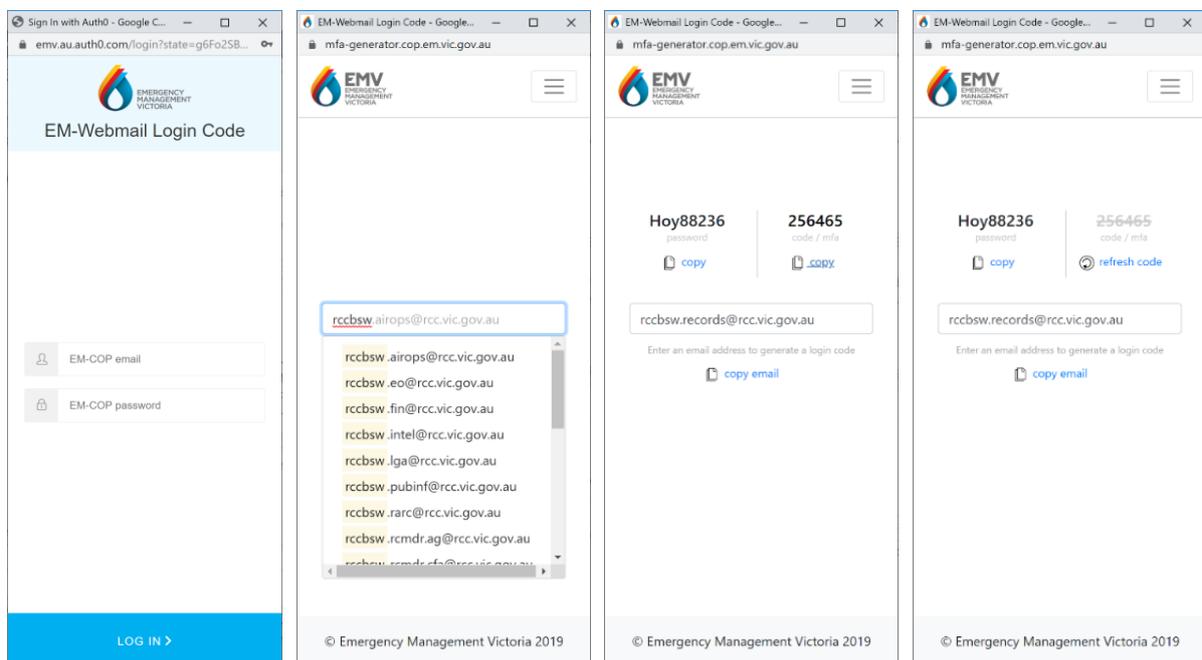
Please read the **information page** carefully then click **Continue**.

2. The **EM-Webmail Login Code** generator will display in a pop-up window before taking you to the Office 365 Sign in page. If you have previously logged in to the mailbox and have not yet logged out, the email window will display immediately. Otherwise, the **Microsoft Sign in** box will appear.

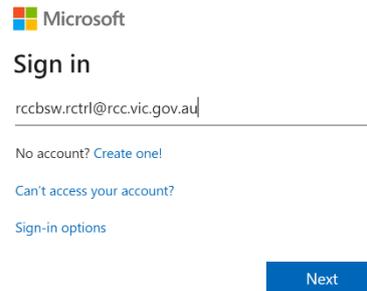


If the Login Code generator doesn't open, use the icon on the Operations page (next to EM-Webmail).

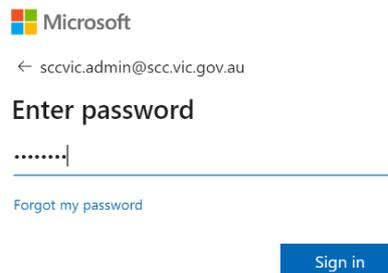
3. Go to the **Login Generator** window and if asked, use your **EM-COP username and password** to log in. Start typing in the **full email address** for the mailbox you want. The generator will search and present matching addresses as you type. Click the required email address when shown to complete the entry. The password and current login code will be shown above the email address.



4. Click **copy email** in the generator and paste it on the **Microsoft Sign in** box, then click **Next**.

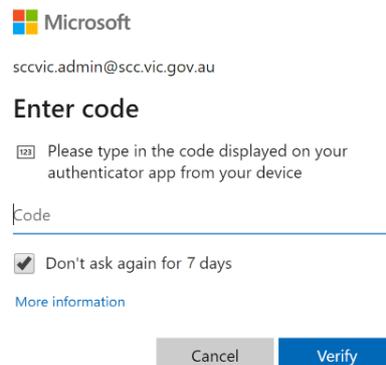


5. Now copy and paste the password.

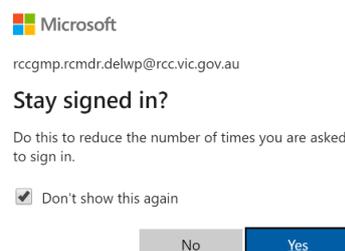


6. Use copy and paste or type in the login code, then click **Verify**. Click "**Don't ask again for 7 days**" and you can log in again for the next 7 days without a code but only on the same device.

Please note: The code changes every 30 seconds. If you wait too long, you may need to click refresh on the Generator to get a new code. *If you are having difficulty getting a valid code, try refreshing the code, wait for it to expire, refresh again then use that code immediately.*



7. You may see the screen below, depending on how you last logged in. You can click "**Don't show this again**", then click **Yes**.



8. The email window should now appear.