



How to View Your Email on Office 365

This tutorial will show you how to locate and view your Thomas More email on Office 365.

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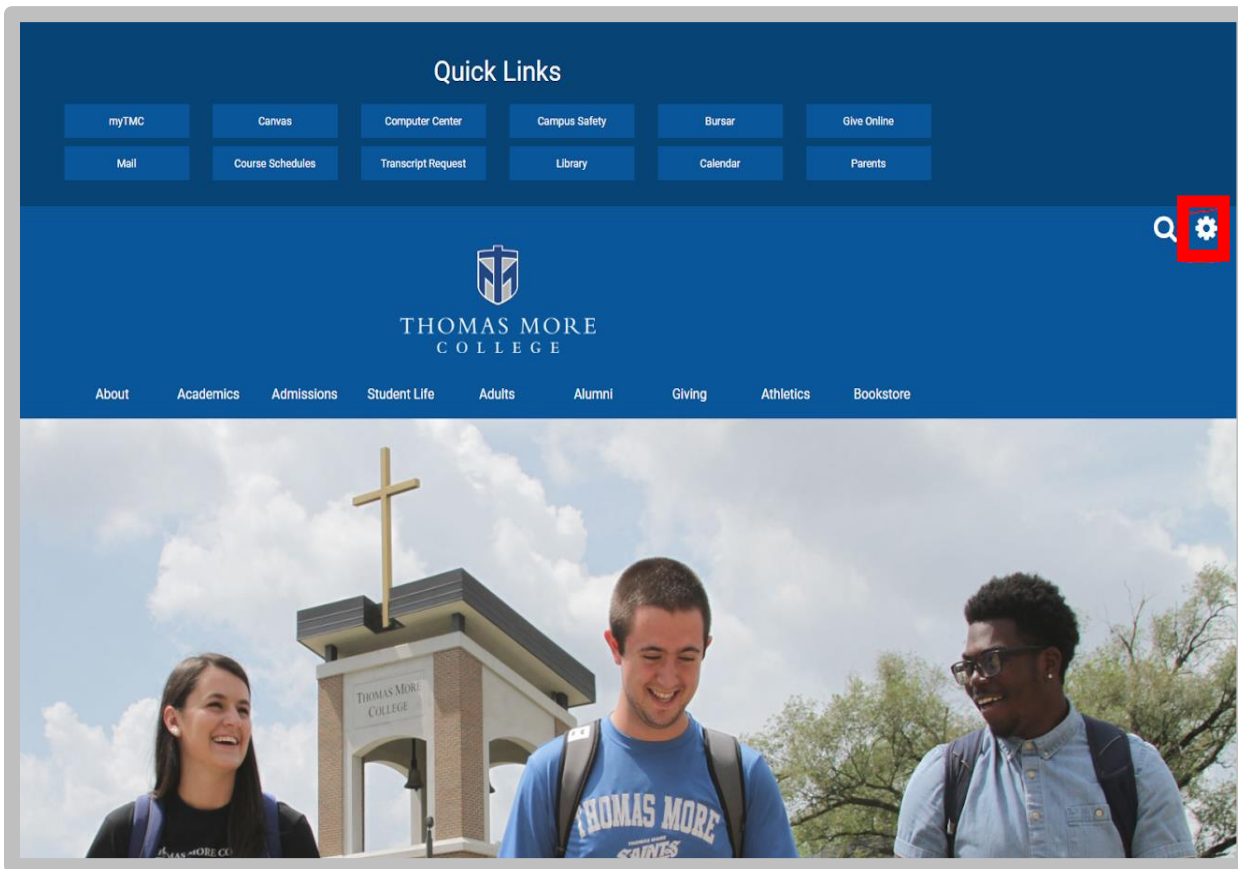
If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Browse to www.thomasmore.edu



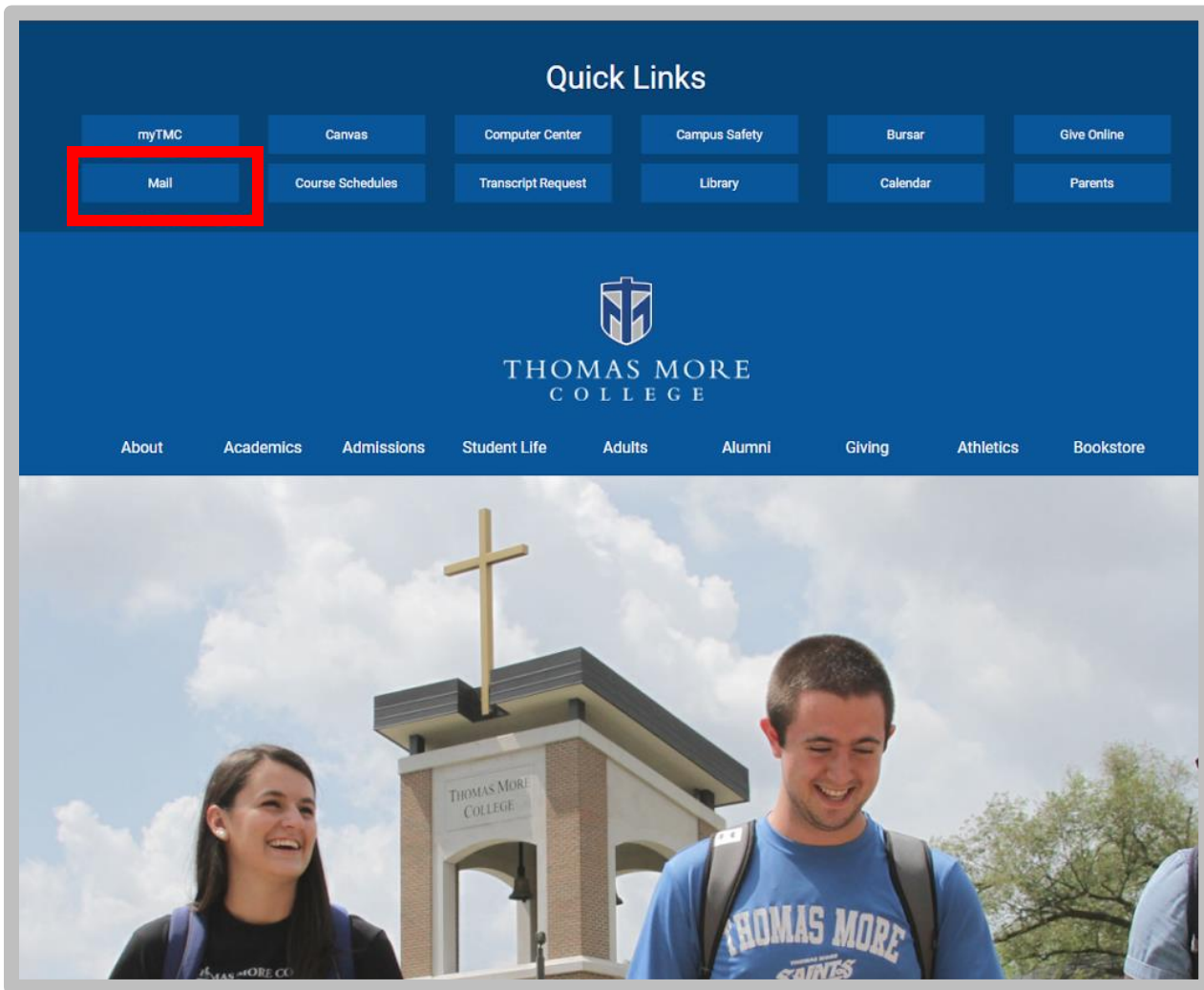
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Click the “Quick Links” gear icon next to the magnifying glass icon



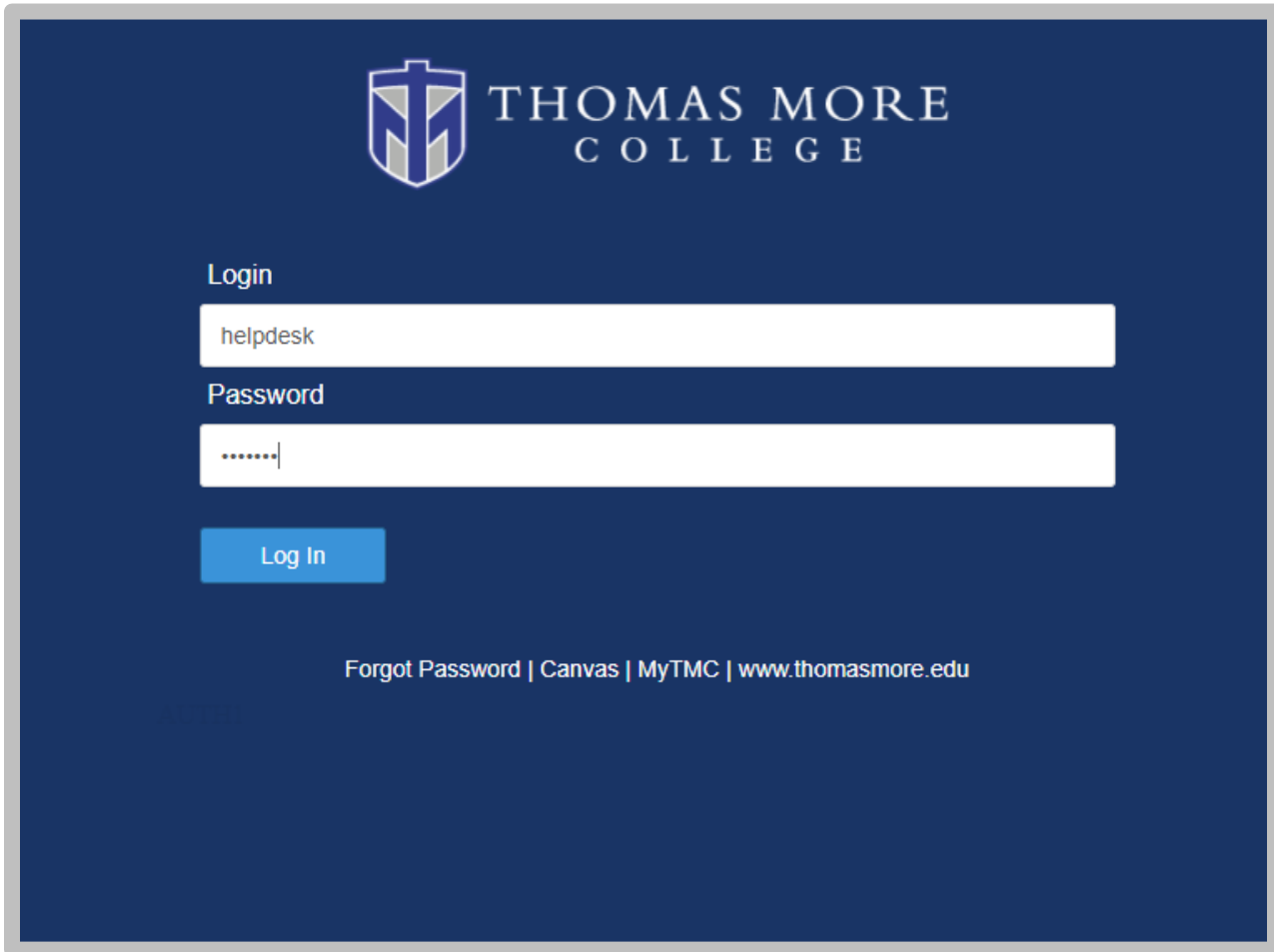
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Click “Mail”



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Type in your Username and Password



The image shows a login form for Thomas More College. At the top left is the college's logo, a shield with a cross and the letters 'TMC'. To the right of the logo is the text 'THOMAS MORE COLLEGE'. Below the logo and name, there are two input fields. The first is labeled 'Login' and contains the text 'helpdesk'. The second is labeled 'Password' and contains six dots followed by a vertical cursor. Below the password field is a blue button with the text 'Log In'. At the bottom of the form, there is a link for 'Forgot Password | Canvas | MyTMC | www.thomasmore.edu'.

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