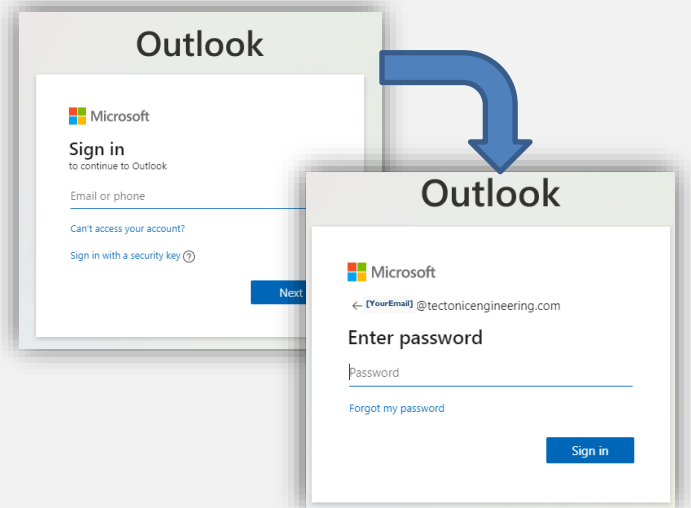
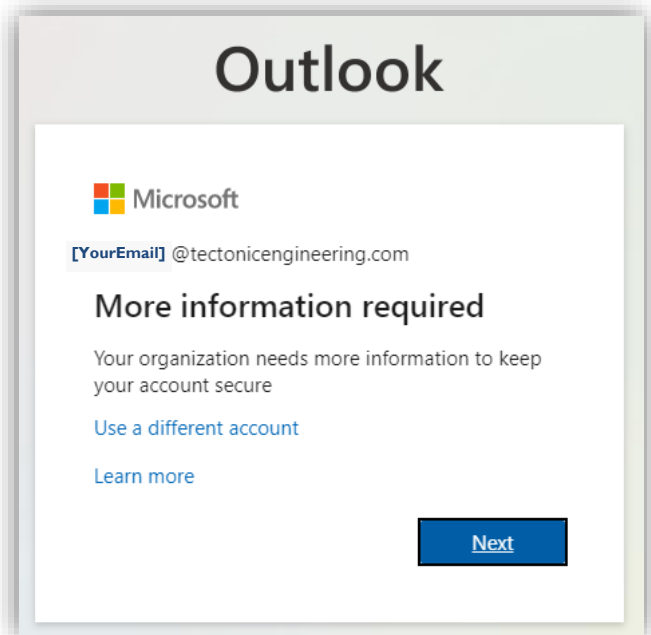


How to connect to:TECTONIC Webmail

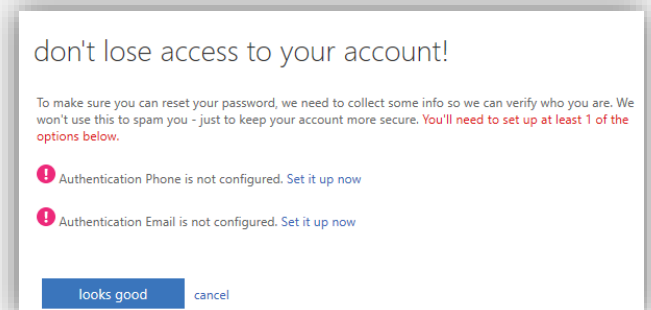
- 1) Open your web browser.
- 2) Type the following in the address bar <https://outlook.office365.com>
 - a. **PLEASE NOTE "HTTPS" IS REQUIRED**
- 3) You will then input the following information:
 - a. Use Outlook Web Access Light (*You Can Leave Unchecked*)
 - i. Email or Phone: enter your TECTONIC email
 - ii. PASSWORD: your tectonic password. (this is case sensitive)



- 4) The first time you logon you will see this screen. Please click on "Next".

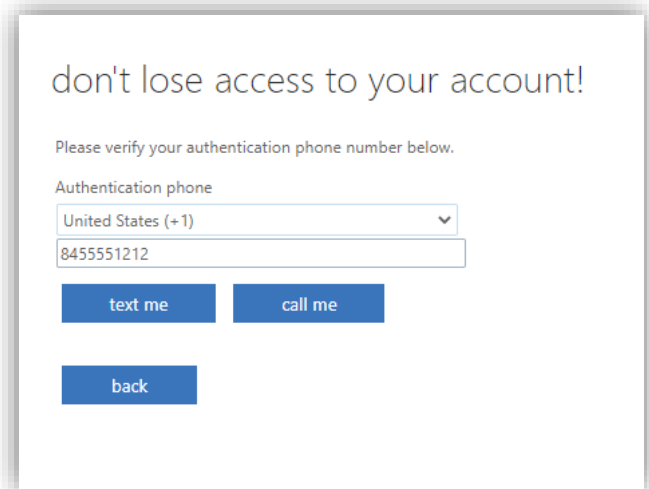


- 5) You will now need to enter at least one form of account signing verification to prevent unauthorized access to your Tectonic account. Please choose from either a:
 - a. mobile phone
 - b. personal email



How to connect to:TECTONIC Webmail

- 6) Regardless of which account authentication method you enter you will receive a verification code.
 - a. Please enter the code and validate it.
- 7) Once validated click on “Looks good”.



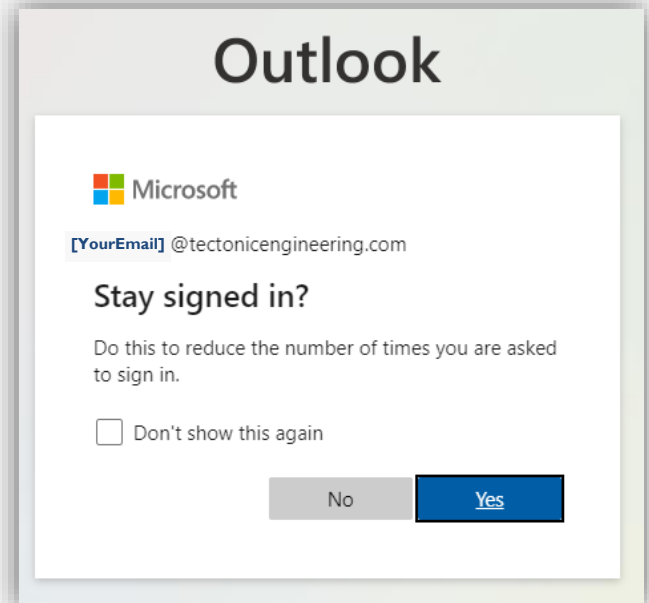
don't lose access to your account!

Please verify your authentication phone number below.


Authentication phone

United States (+1)

- 8) You may see a screen like this one.
 - a. If you do then click on “Yes”.
 - b. If you don't continue to step #9.



Outlook

 Microsoft

[YourEmail]@tectonicengineering.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

- 9) You should now see the inbox.

-END-