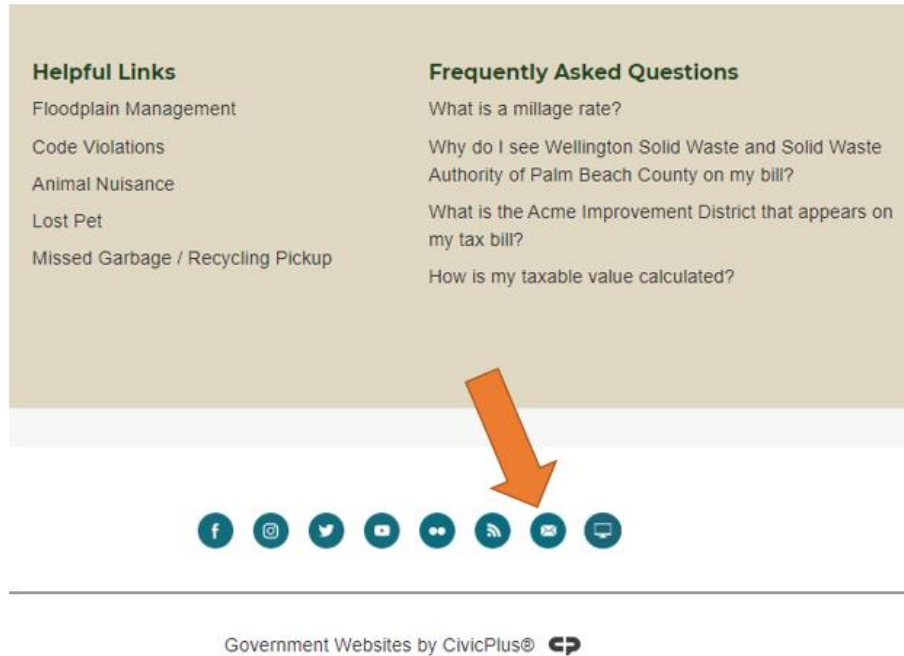
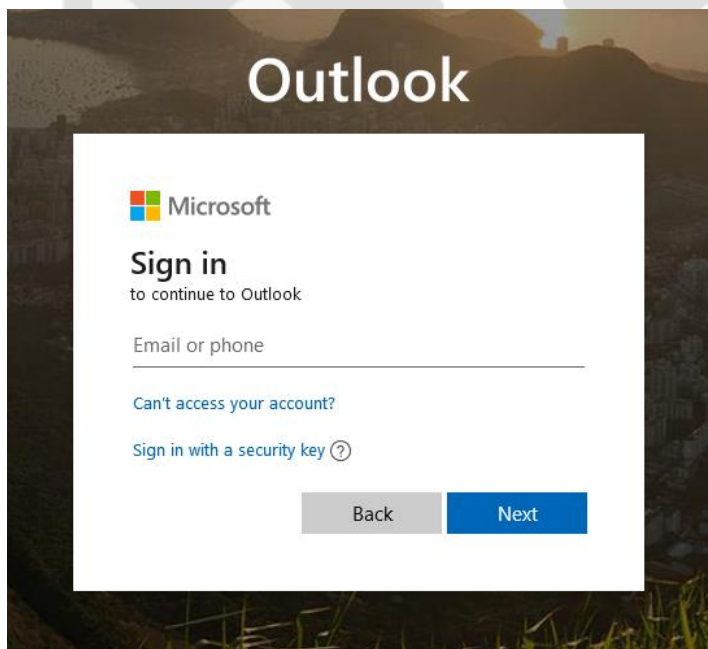


# WEBMAIL LOGIN INSTRUCTIONS

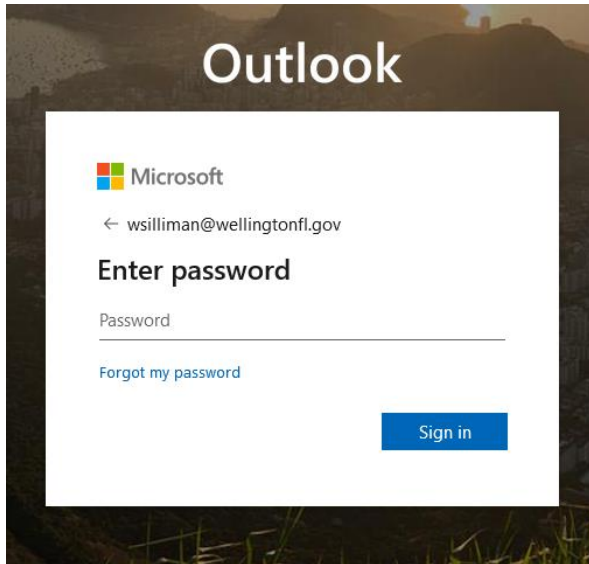
1. Goto <https://wellingtonfl.gov> website and scroll all the way to the bottom of the page. Click on the Envelope Icon for the webmail login page (see picture below).



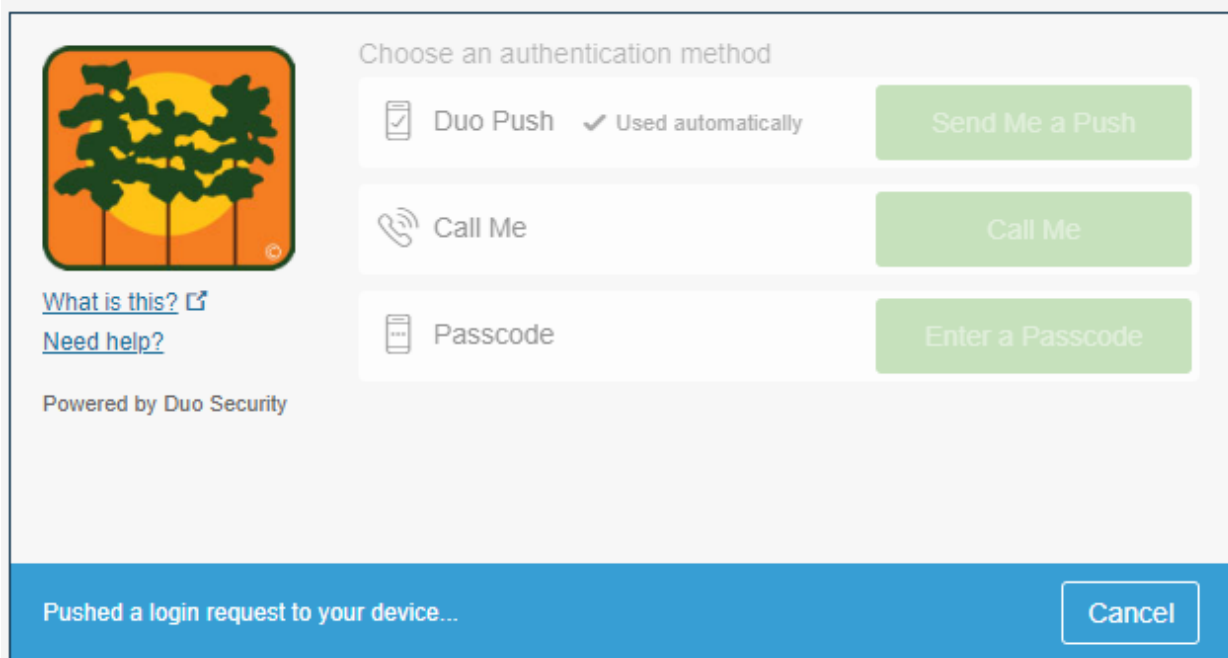
2. Sign in with your work email address and click next (see picture below)



3. Enter the password (same password you use to login to your computer at work) (see picture below)



4. It will ask if you want to stay signed in in:
  - a. NO if this is not your computer!
  - b. YES to stay signed in if you TRUST this computer (like your home computer)
5. Next the DUO 2 Factor Authentication: choose which method you have setup to authenticate to complete the webmail login process (see picture below)



## 6. You are now logged into 365 webmail

