

# How to connect to:TECTONIC Webmail

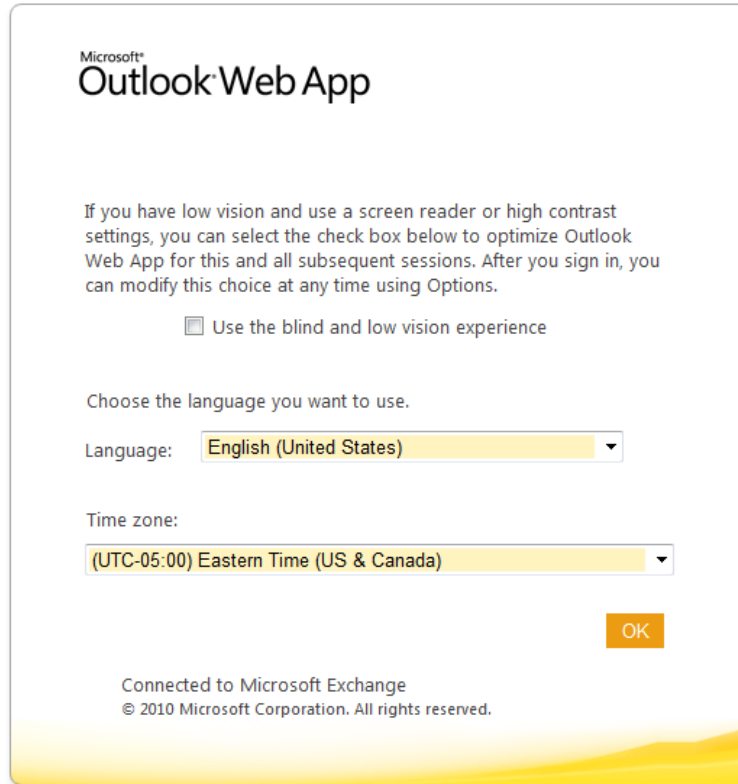
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Logging into Tectonic Office Outlook Web Access Is Easy

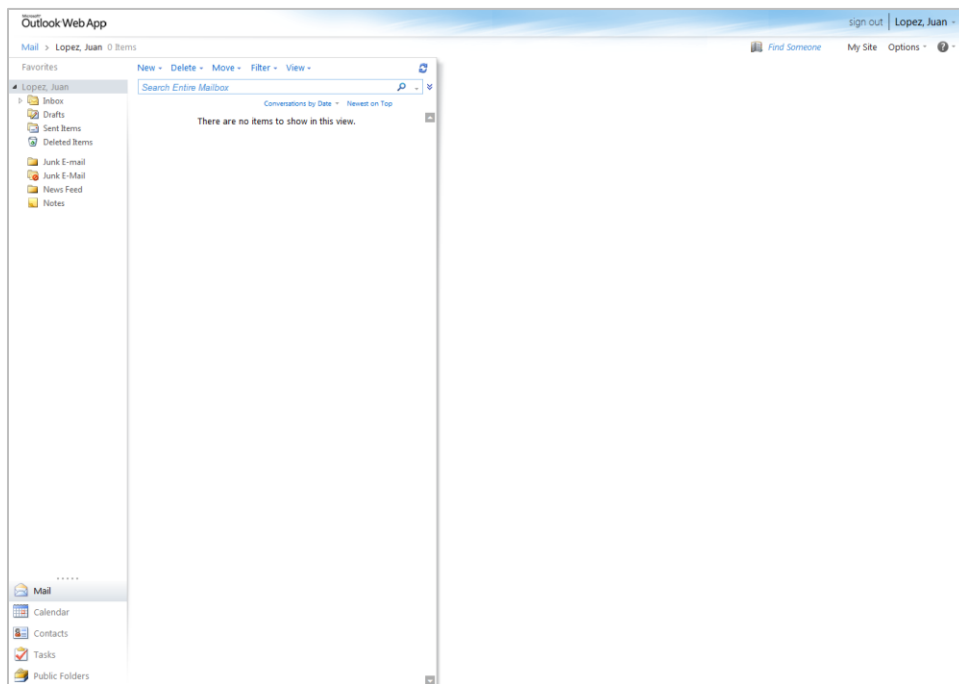
- 1) Open Internet Explorer on any computer connected to the internet.
- 2) Type the following in the address bar <https://mobile.tectonicengineering.com>
  - a. PLEASE NOTE "HTTPS" IS REQUIRED
- 3) It will bring you to a screen that looks like this:

- 4) You will then input the following information:
  - a. Use Outlook Web Access Light (*You Can Leave Unchecked*)
    - i. USERNAME: tectonic\your logon name here
    - ii. PASSWORD: your tectonic password. It is case sensitive
- 5) The first time you logon you will see a screen like this: (*You don't have to check the box and just select the language of your choice and the time zone you are currently in.*)

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6) Once you in your screen should look like this:



7) The limitations to the webmail are as follows:

- a. Email access will only be as fast as your connection (*slow connection mean slow access*).
  - i. Please be patient when accessing mail, especially messages with attachments.
- b. You are using a web-version of Microsoft Outlook. Your user options and settings will be limited.