

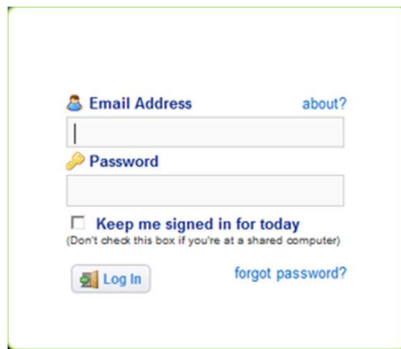
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Initial Setup

Tecvar Email Portal & Outlook Web Access

The Tecvar Email Portal provides a single-point of entry for all mail services. Once an account has been created, you may access the Portal at any time and view individual account information. To access the Portal, please follow the below steps:

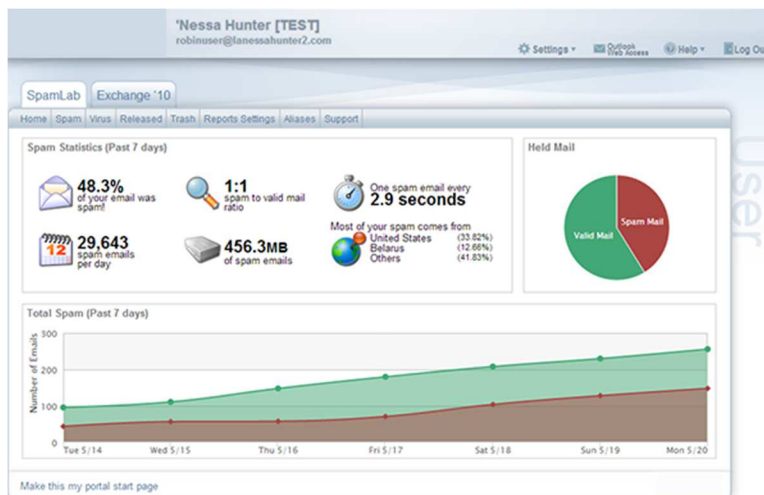
1. The Tecvar Email Portal can be accessed via Tecvar's website: www.tecvar.com/tecvar-email-portal/. A [Email Portal Login page](#) will appear on your screen.



The screenshot shows a login form with the following elements:

- Email Address:** A text input field with a user icon and a link to "about?".
- Password:** A text input field with a key icon.
- Keep me signed in for today**
(Don't check this box if you're at a shared computer)
- Log In:** A button with a magnifying glass icon.
- [forgot password?](#): A link next to the Log In button.

2. Enter your e-mail address and password in the appropriate text boxes.
3. Click the **Log In** button to launch the [Email Portal home page](#).

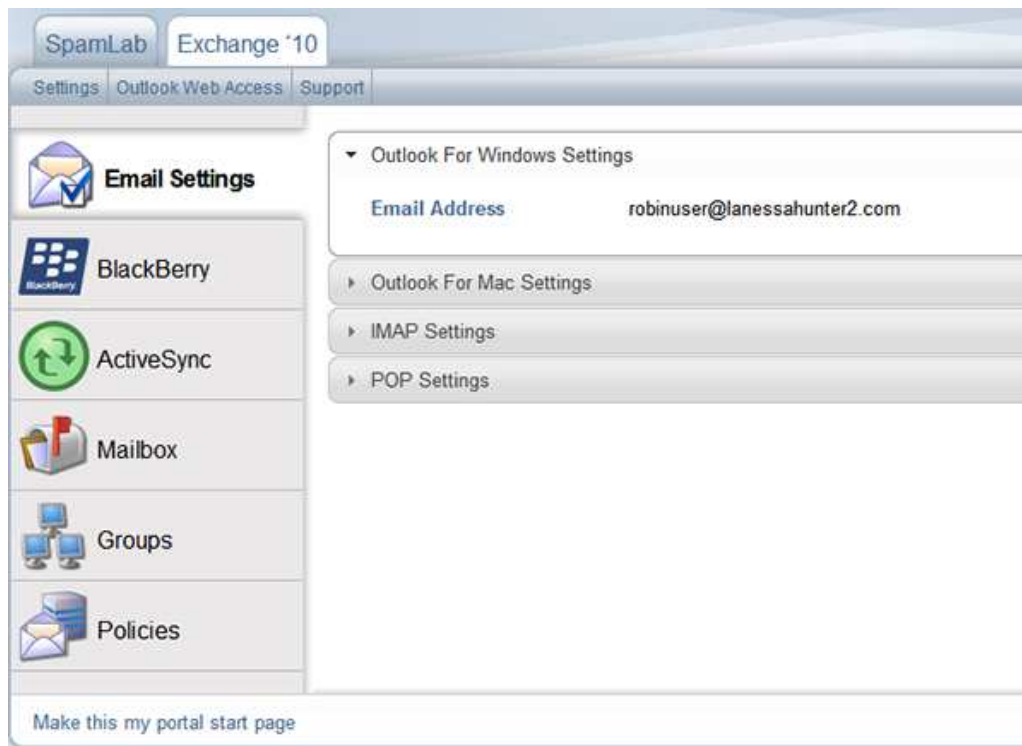


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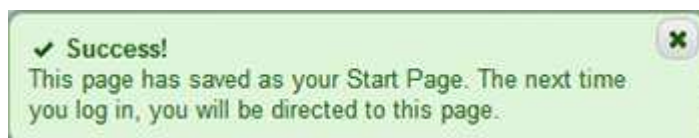
Change Portal Start Page


The Email Portal allows you to change the landing page in the Email Portal. The default landing page is the Home page under the **Portal** tab.

1. Select a page in the Email Portal that you want to be the Start page every time you launch the Email Portal.
2. Click the [Make this my portal start page link](#) at the bottom of this page.



3. A [Success pop-up window](#) will appear on your screen.

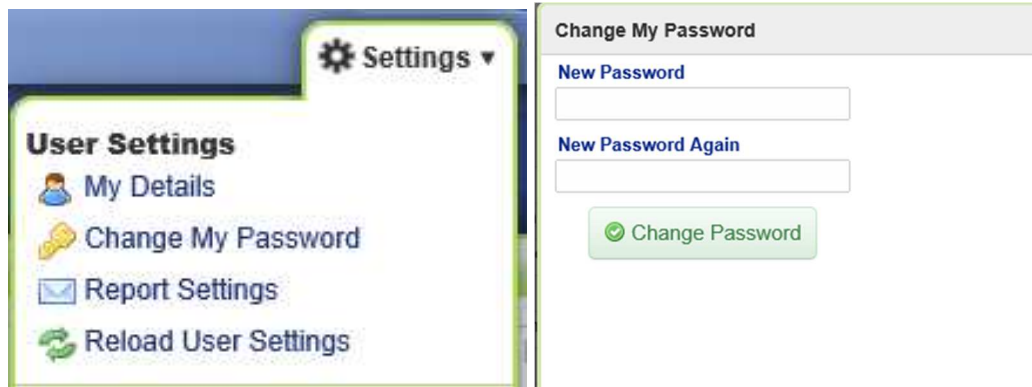


4. Click the  icon to close the pop-up window.

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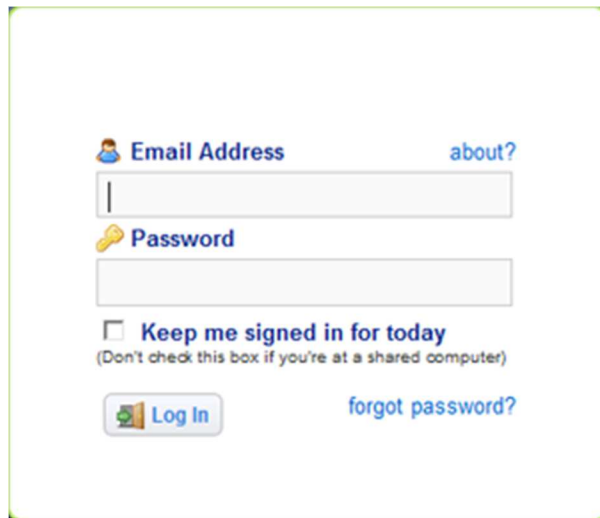
Change your Password from the Portal Login Page

1. Your account may be initially configured with a randomly generated password and so one of the first things you'll want to do is set your password to one of your choosing. After logged in to the Email Portal, you can change your current password by selecting Settings and then Change My Password from the drop-down menu.



The screenshot shows the 'Settings' menu on the left with 'Change My Password' selected. On the right, the 'Change My Password' form is displayed, featuring two input fields for 'New Password' and 'New Password Again', and a green 'Change Password' button.

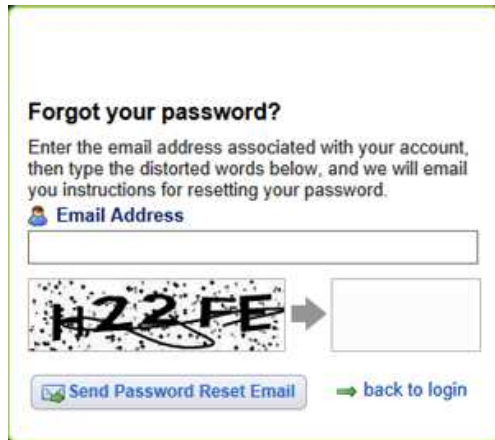
2. If you forgot your password and currently have access to your email, select the **forgot password?** link on the [Email Portal Login page](#).



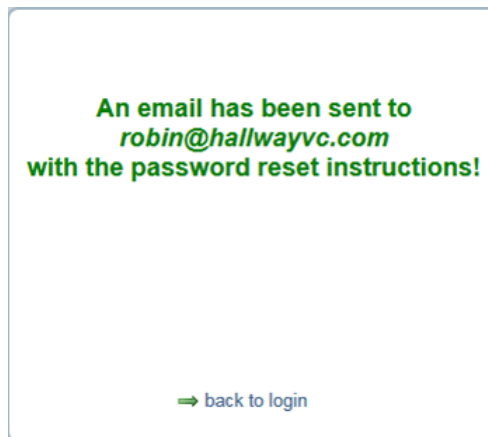
The screenshot shows the login form with fields for 'Email Address' and 'Password'. Below the fields is a checkbox for 'Keep me signed in for today' with a note: '(Don't check this box if you're at a shared computer)'. At the bottom, there is a 'Log In' button and a 'forgot password?' link.

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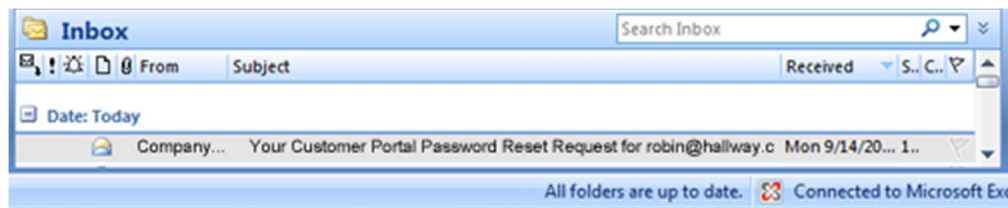
- From here, a [Forgot your password page](#) will appear on your screen. Enter the e-mail address that is associated with your account, enter the distorted words, and then click the **Send Password Reset Email** button.



- The [page](#) will refresh. Click the back to login link to return to the login page.




- You will immediately receive an [e-mail](#) with password reset instructions.



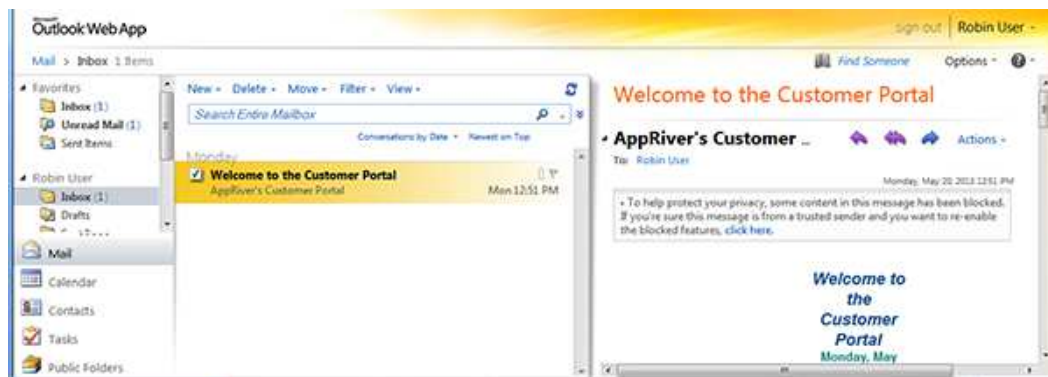
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Access Outlook Web Access (OWA)

1. Click the  icon on the Navigation bar at the top of the screen.
2. A [secondary window](#) will open. From here, you may login to the Outlook Web Access page and access your inbox.



3. Enter your email address and password. When you are done, click the **Sign in** button.
4. From [here](#), click the **X** to close the window or the **sign out** textual link to close the OWA App.



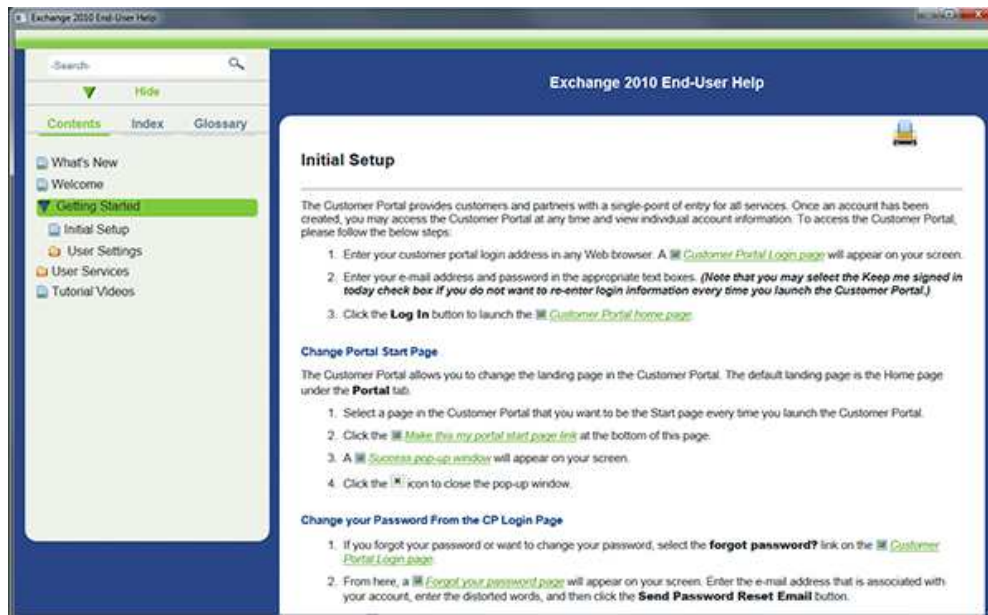
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Open Context-Sensitive Help

1. Click the  icon on the [Navigation bar](#) at the top of the screen.



2. From here, click the Read help documentation link to launch the [Customer Portal Help System](#).



How to Log Out

Simply, click the  icon on the [Navigation bar](#) at the top of the screen.

