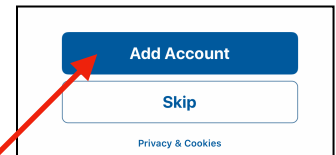
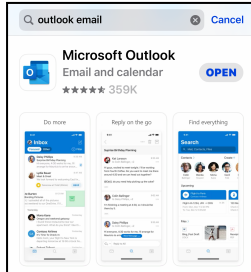


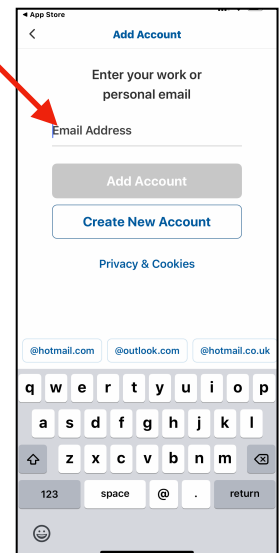
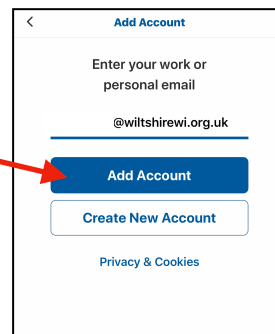
WFWI Online Access for President/Secretary/Treasurer Outlook Email Login



1. WI House sends you login details to your home email. Record these in a safe place.
2. Download the OUTLOOK app on your tablet or smart phone by typing in OUTLOOK in your App Store/Google Play (depending on which device you have).



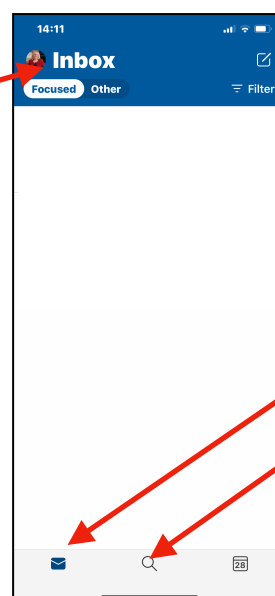
3. A screen should appear with the words ADD ACCOUNT. Select it.
4. The next screen requests you to “Enter your work or personal email”
Note: This is the email address that you received from WI House. It will be WFWI email you have been given with the name of your WI and your position (pres or sec or treas) and then @wiltshirewi.org.uk.



5. Enter your new **email address** WI House sent to you. Then select ADD ACCOUNT.
6. The next screen shows Wiltshire WI and asks for your **password**. You can find this is in the email which you received from WI House. Enter the Password then select SIGN IN.



7. The home screen will be your INBOX where you will see the messages you have received from WFWI or other WI members.
8. When using the Outlook app you will only need to sign in once to get your emails.
9. A notification will show you that you have an email to view. Open the app when you see it.



Create a new email

Inbox

Search for emails

10. For information on Outlook please review the file “WFWI Outlook Info”