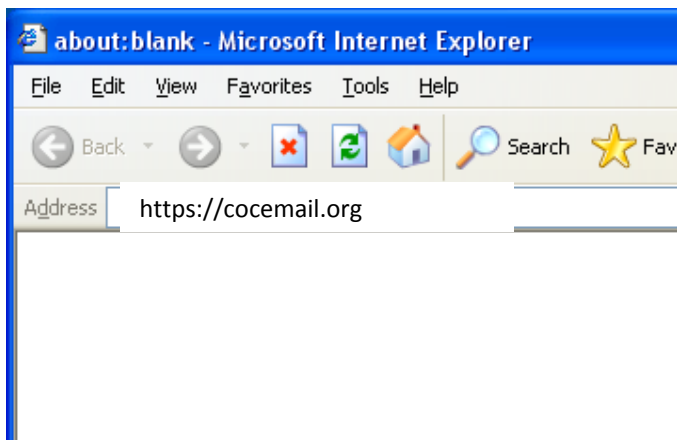


# Quick Reference: How To Check Your E-Mail On The Internet.

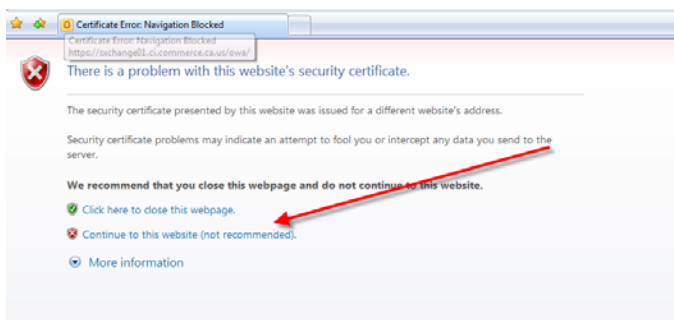
The following steps will help you use Outlook via the Internet. Please fully read all instructions. If you have any problems or questions please e-mail the help desk at [helpdesk@ci.commerce.ca.us](mailto:helpdesk@ci.commerce.ca.us) or call extension 2243.

1. Start Microsoft Internet Explorer

2. On the Address type:  
<https://cocemail.org>



3. Once you hit the Enter key you will get the following: Click on "Continue to this website":



Click on "Continue to this website":

4. On the **User name:** field type your full e-mail address. For example for John Smith it would be either be [johns@ci.commerce.ca.us](mailto:johns@ci.commerce.ca.us). The password is the one you used to log on to your workstation.



5. Do not change the options. For security reasons leave the **Security** option as "Public or shared computer". Click on the **Log On** button after you have entered your password.

6. When you are done please log-off by clicking on "Log Off" button located on the top right hand side.

