




To access the settings for your individual account, sign into your account via a supported browser.

- 1) Locate and select the “settings” icon in the upper right corner 
- 2) From the drop down list select “Mail”
- 3) You are now in your settings, it is broken in 5 sections:
  - a. Shortcuts: this lists frequently used options
  - b. General: this enable you to check your quota, and set options related to the look of the account
  - c. Mail: in this section you can change your email account settings
  - d. Calendar: in this sections you can change your calendar settings
  - e. People: in this sections are the settings for connecting to social networks and importing contacts