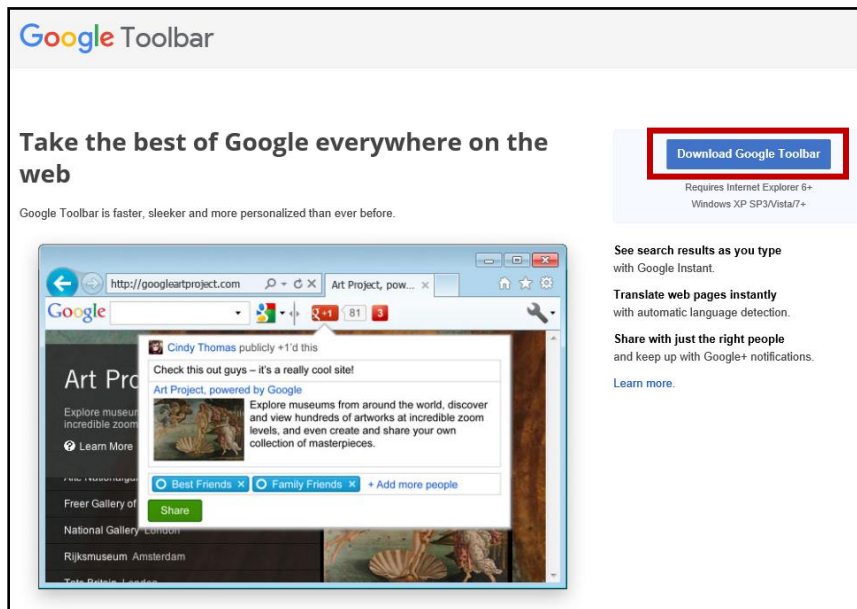


Internet Browser – Internet Explorer:

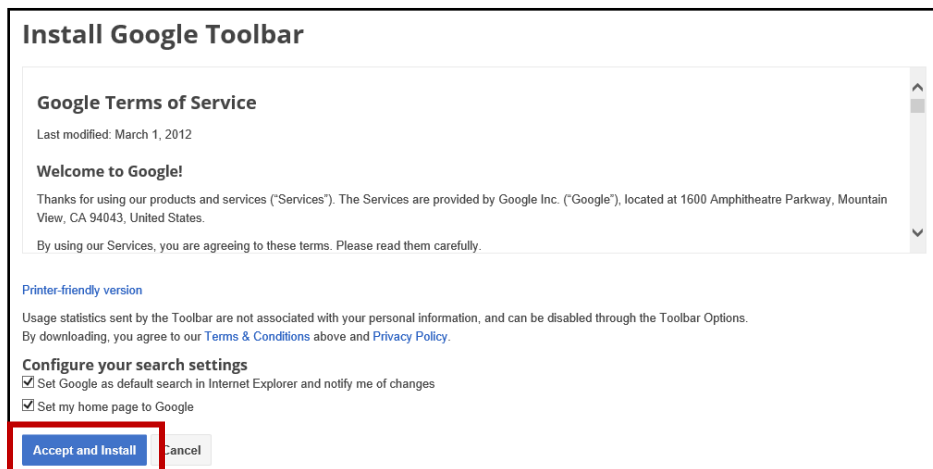
Note: only works for Gmail email accounts

1. Download google toolbar by copying and pasting the hyperlink below into your browser.

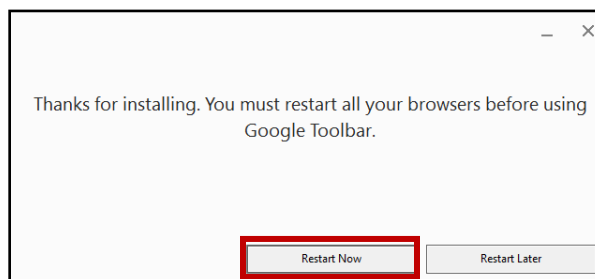
<https://www.google.com/intl/en/toolbar/ie/index.html>



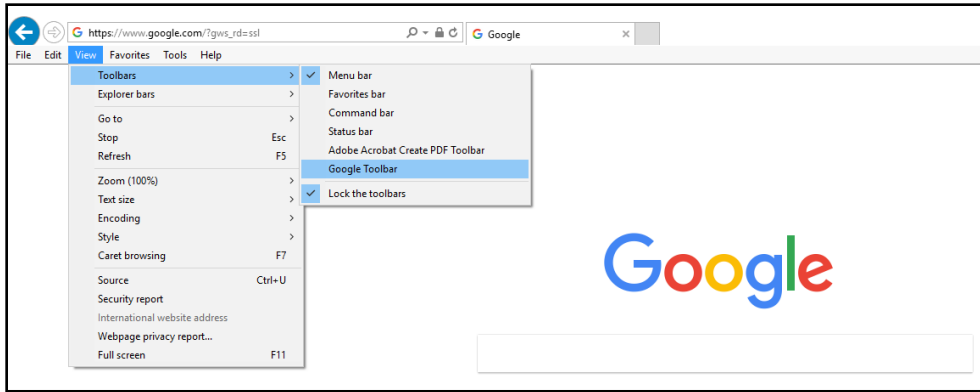
2. Click Accept and Install.



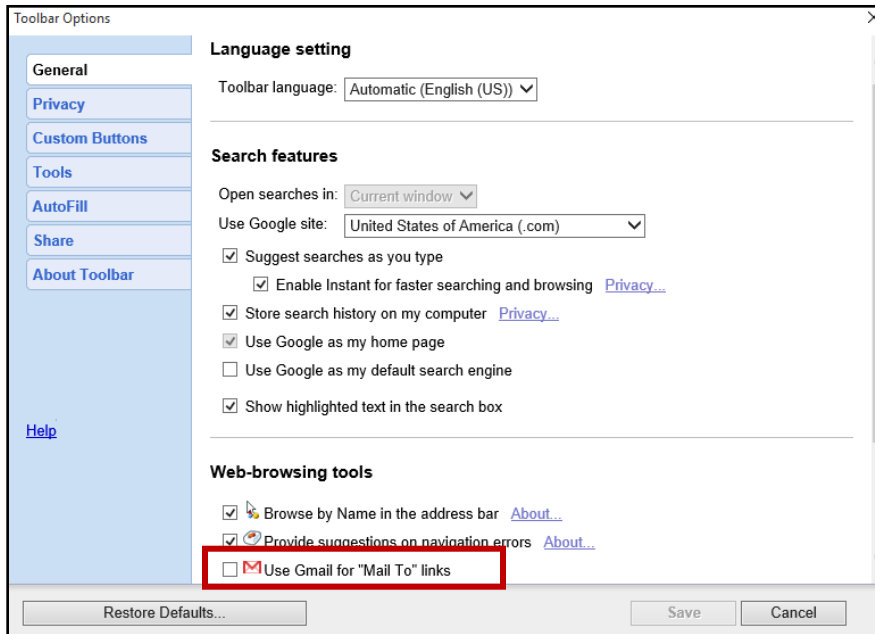
3. Click yes to allow changes to your desktop.
4. Click Restart Now.



5. If the google toolbar does not appear after the restart, click View > Toolbars > Google Toolbar.



6. Click on the wrench in the upper right corner of the browser. Click “Options”.
7. Under General > Web-browsing tools, click “Use Gmail for ‘Mail To’ Links”. Then click save.



8. Go to web portal.
9. Click on email button on web portal.
You will be redirected to a new tab which will allow you to type in your email address and associated password.
The email should popup after you log on.

Note: if you have continued issues getting your Gmail email to come up try: 1) restarting browser again or 2) clearing cache.