

Outlook Webmail: Switching Mailboxes Video

How to switch between multiple PTS e-mail accounts you have access to:

1. Sign into webmail at <http://outlook.ptsem.edu>
2. Once signed in, located and select you name/image on the upper right hand corner of the window
3. From the option provided, select "Open another mailbox"
4. In the dialog box, enter the email address you are attempting to access and click Open.
5. you will then be brought to the Email account where you can send and recieve messages.

To return to your personal email account, follow these same steps but enter your email address during Step 4

Video:

[PTS Webmail- Switching Mailboxes](#)



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