

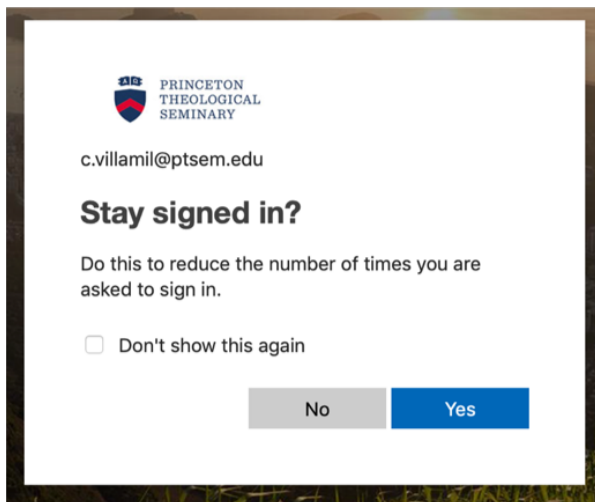
# Webmail PTSEM access

Accessing Webmail for PTS Email Account

1. Open your preferred internet web browser
2. Type into the address bar: <http://outlook.ptsem.edu>
3. Enter your **full PTS email address** in the box provided, e.g. [firstname.lastname@ptsem.edu](mailto:firstname.lastname@ptsem.edu).
4. You will be brought to a PTS Branded sign in page.



5. Enter your full email address and password
6. Click Sign In
7. Click yes if it's a private machine, If it's a public machine, click no



If are on a public computer, be sure to sign out when you are finished!



## PTS Alumni

When signing in to webmail do not utilize the full alumni email address that you have been provided, e.g. [firstname.lastname@alum.ptsem.edu](mailto:firstname.lastname@alum.ptsem.edu). Please utilize the standard [firstname.lastname@ptsem.edu](mailto:firstname.lastname@ptsem.edu) for your username. If you have issues signing in please contact the PTS Help Desk at [help.desk@ptsem.edu](mailto:help.desk@ptsem.edu) or 609-497-7812 for assistance.

If you need a guide to the new Outlook 365 layout, please refer to [this page](#)