

Webmail PTSEM access

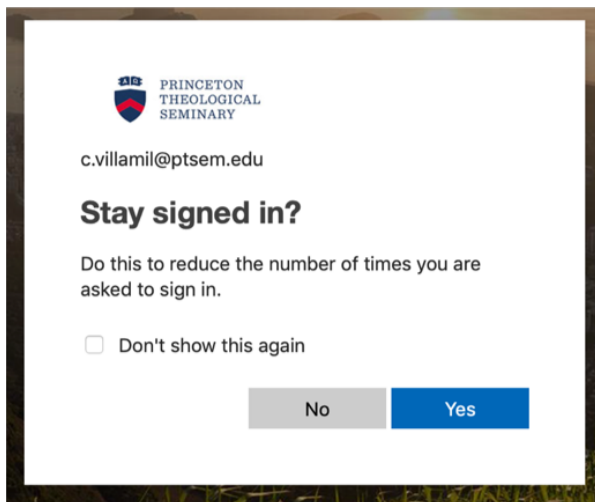
Accessing Webmail for PTS Email Account

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.
4. You will be brought to a PTS Branded sign in page.



The screenshot shows the Princeton Theological Seminary (PTS) webmail sign-in page. At the top left is the PTS logo, a shield with a red chevron and a blue top section containing the letters 'A' and 'Q'. To the right of the logo, the text 'PRINCETON THEOLOGICAL SEMINARY' is displayed in a serif font. Below the logo and text, the instruction 'Please sign in with your seminary email' is centered. There are two input fields: the first contains the placeholder text 'someone@example.com' and the second is labeled 'Password'. A blue 'Sign in' button is positioned below the fields. At the bottom left, there is a blue link that says 'Forgot your password?'.

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



The screenshot shows a dialog box titled 'Stay signed in?' with the PTS logo and name at the top left. Below the logo, the email address 'c.villamil@ptsem.edu' is displayed. The main text asks 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom, there are two buttons: a grey 'No' button and a blue 'Yes' button.



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. Please utilize the standard firstname.lastname@ptsem.edu for your username. If you have issues signing in please contact the PTS Help Desk at 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](#)