

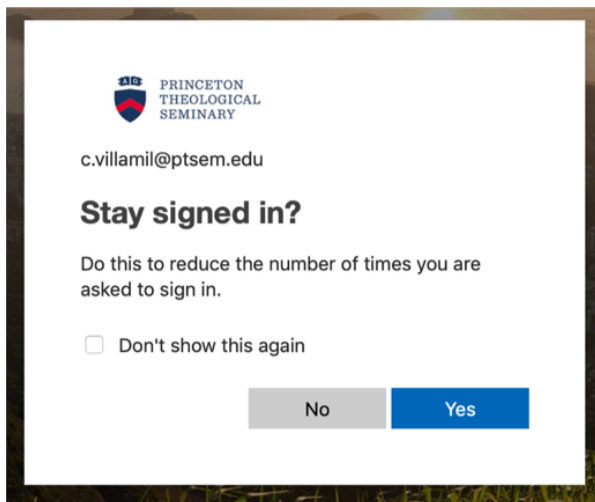
Webmail PTSEM access

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.



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. 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](#)