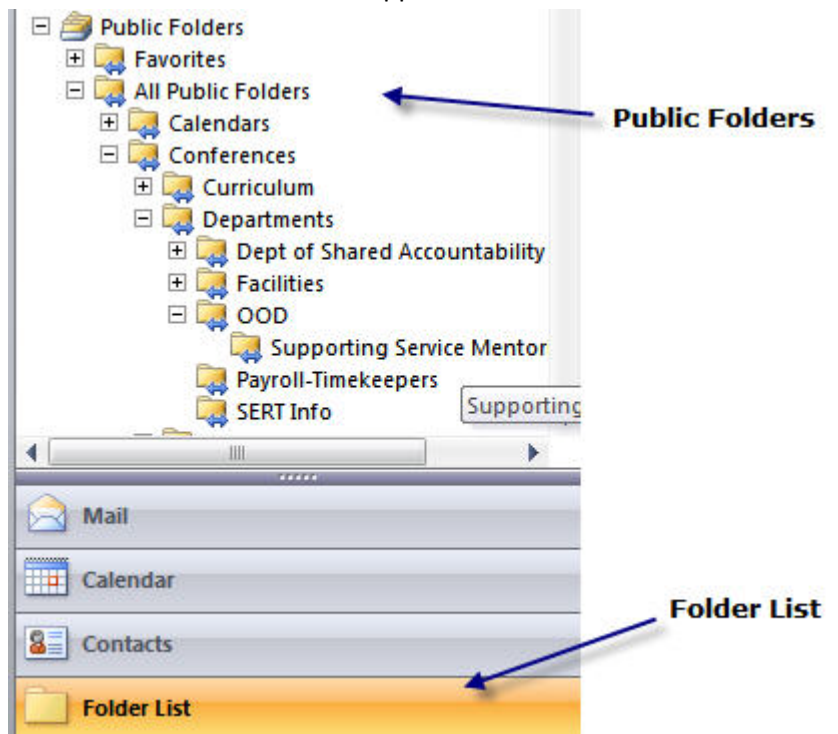


How to Access *Supporting Services Mentoring Program* Outlook Folder

1. Log onto Outlook at your work location
2. Click on the Folder List button in the bottom left corner of the application.

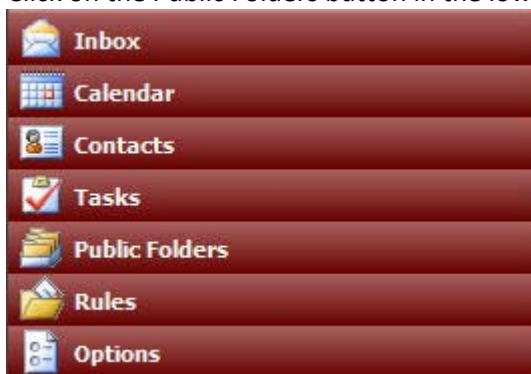
3. Expand the **Public Folders** by clicking the [+] sign.
4. Expand All Public Folders
5. Expand Conferences
6. Expand Departments
7. Expand OOD
8. Click on the Supporting Service Mentoring folder



How to Access *Supporting Services Mentoring Program* From Webmail

You can access the Supporting Service Mentoring Program folder from your Webmail.

1. Launch Internet Explorer
2. Navigate to <http://webmail.mcpsmd.org>
3. Enter your outlook username and password.
4. Click on the Public Folders button in the lower left hand menu



5. A new window will open.
6. Click on the [+] to expand the folders. Expand **Public Folders /Conferences /Departments /OOD /Supporting Services Mentoring Program**

