Accessing your Richmond County Outlook Email.
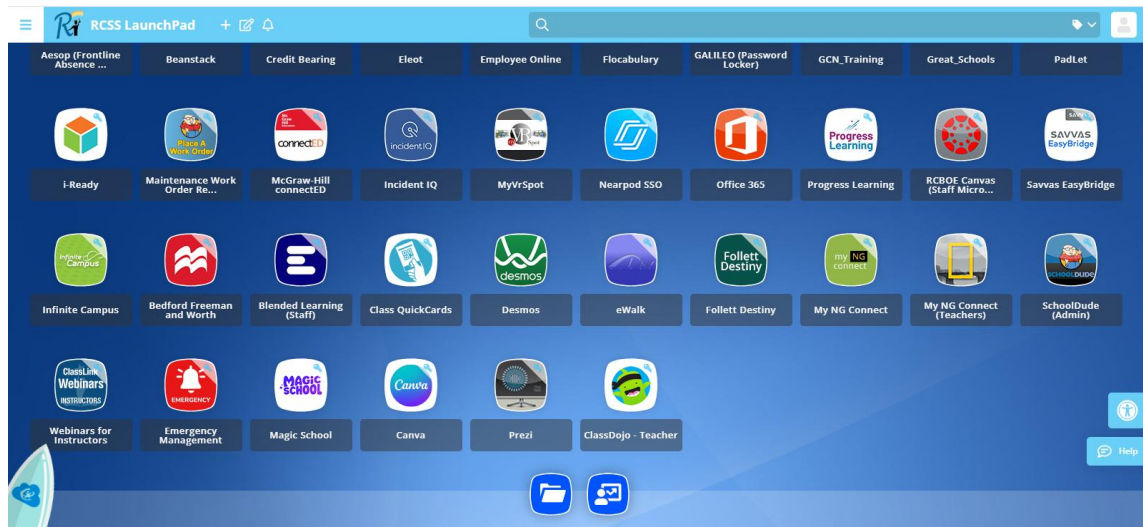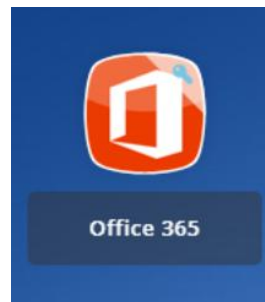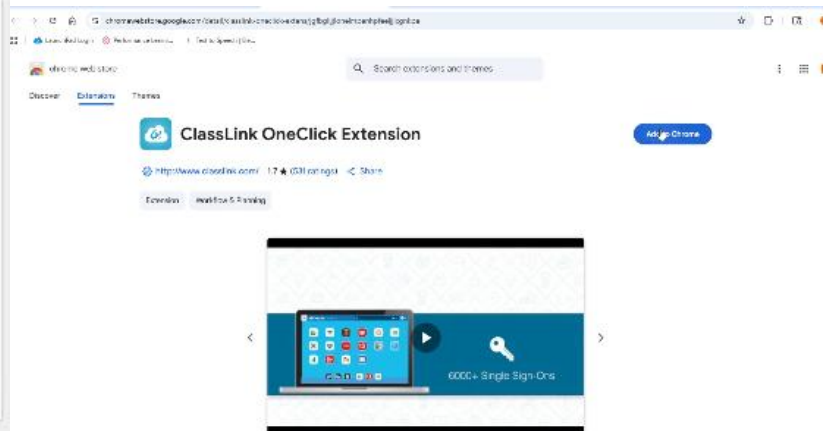
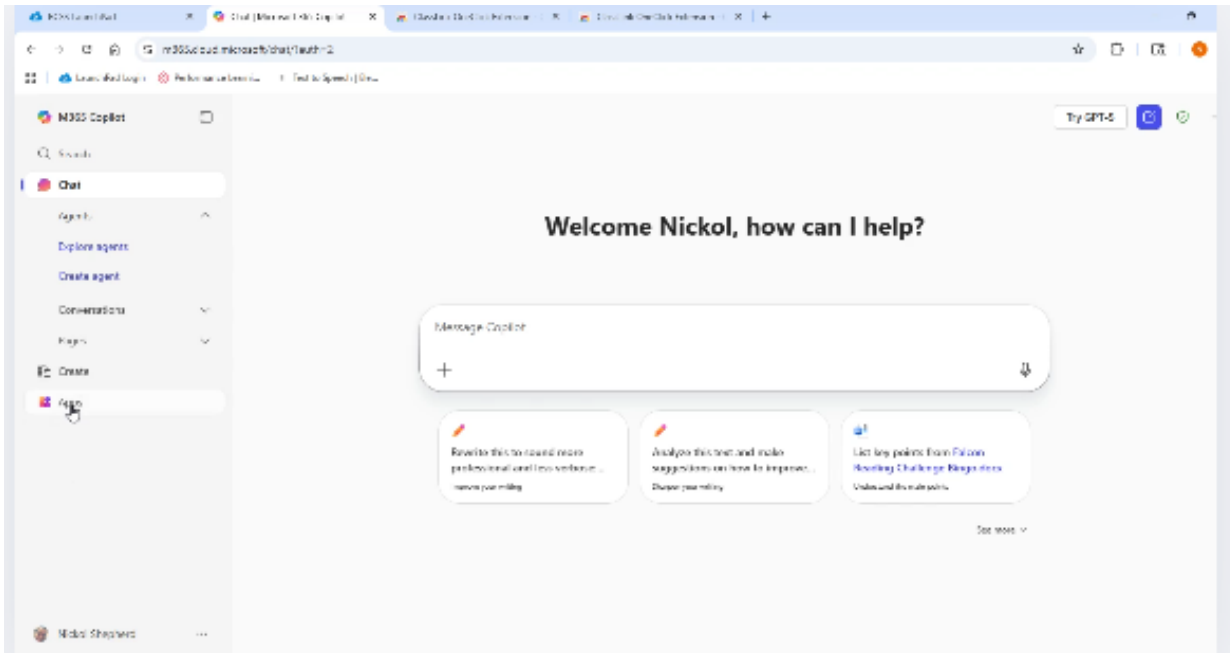1. You will need to access your email through LaunchPad.

2. Next you will need to locate and select the icon for Microsoft 365. It's the orange and white icon.

3. Once you select Office 365, you may be prompted to install the browser extension. Simply follow the on-screen steps to add the extension.

4. After the extension is installed, you can then return to the original Microsoft tab. Once on the tab, look on the left for the Apps icon and select.

5. Finally select the Outlook icon and your email should load.