

EMAIL WORK FROM HOME (WFH)

OFFICIAL COMPUTERS: users accessing email in Outlook app

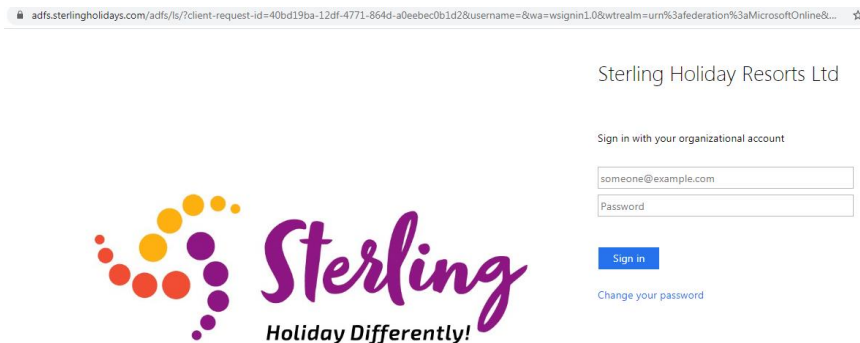
Process:

- Click Start Button and
- Double click “Outlook icon” and access the mailbox and do the transactions.

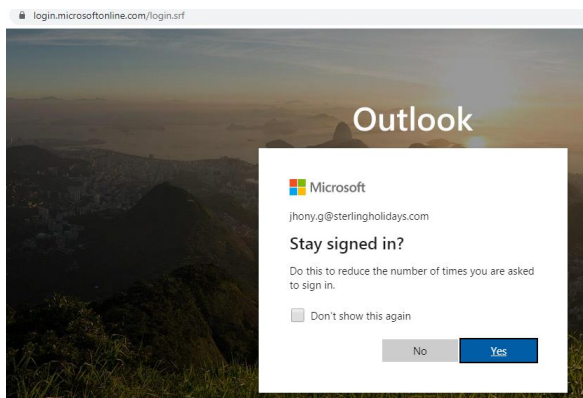
OWN COMPUTERS: Users accessing emails via webmail (without outlook app)

Process:

- Open internet browser
- Type URL : **mail.sterlingholidays.com** in any one of Browser(i.e Chrome and IE)
- Login with their credentials as per process below:



Click Yes Button



After Clicking Yes Button,page will be redirected to Mailbox.

