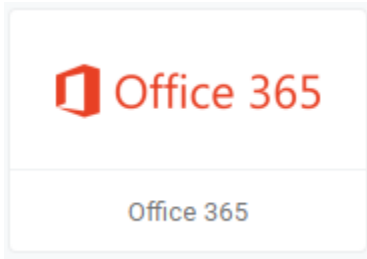


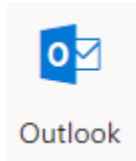
Email

To view your Nichols email, read the ENTIRE instructions below before processing:

1. Go to the MyNichols OneLogin page. If necessary, login with your Nichols credentials
2. Click on the OFFICE 365 app



3. Click on the OUTLOOK icon



4. First time user will need to select the time zone. (-5:00 Eastern Time for east coast users).