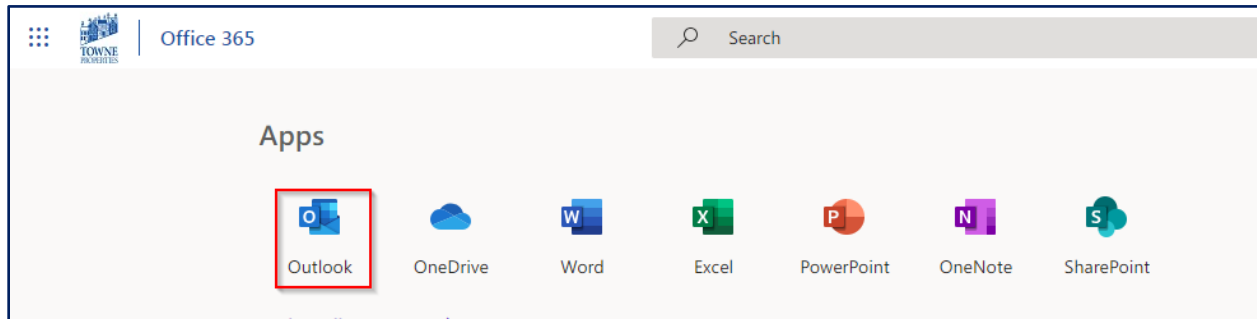


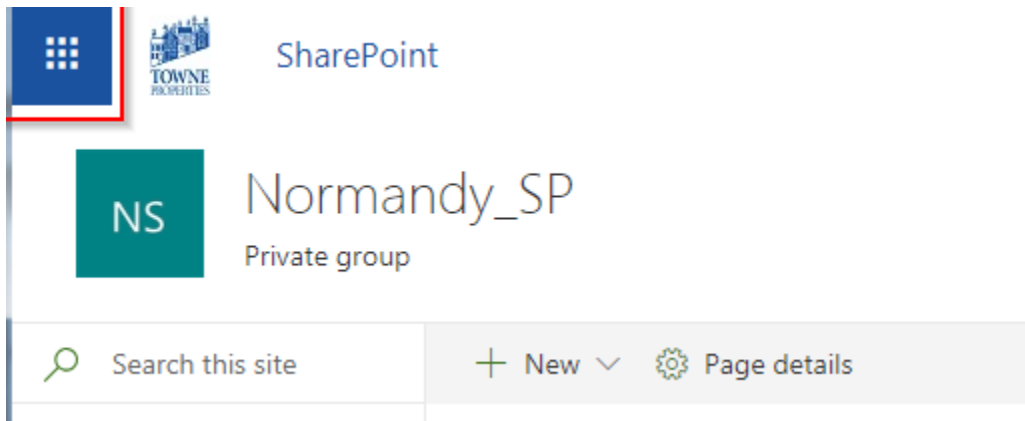
I can't find the Outlook Icon!

If you are an apartment associate, there are 2 quick ways to locate the Outlook icon.

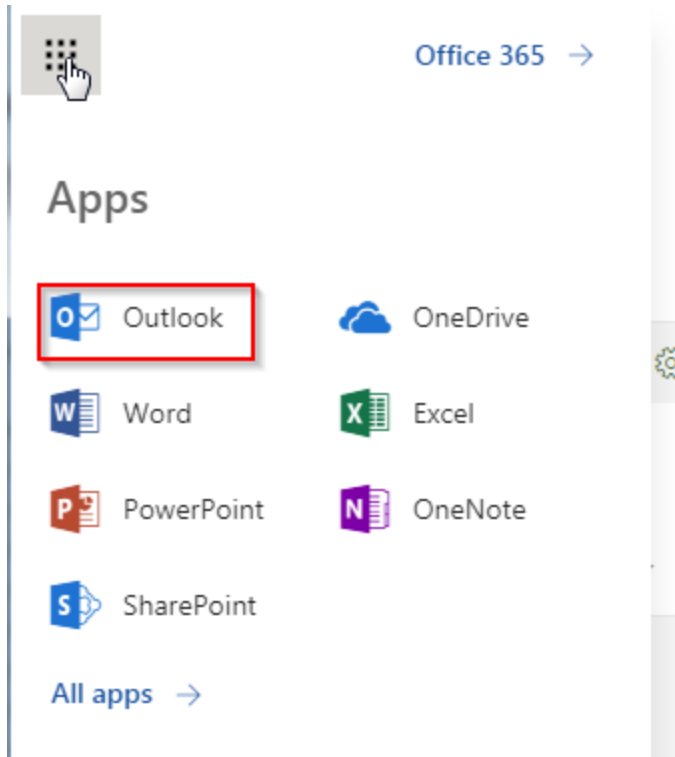
#1 – You can directly log in to the cloud by going to office.com and logging in with your userid and password. You should see a screen like:



#2 – If you have used a direct link to get to your SharePoint or OneDrive site, look for the application launcher in the upper left corner:



When you click on the application launcher, you will get a new screen with the Outlook App in it



If you need more information, have a question, a suggestion, or need Help, you can contact the Towne Information Systems Help Desk in any one of the following ways:

- By Phone – 513-345-6990
- By email – help@towneproperties.com
- By filling out the form on www.towneinfosystems.com
- By submitting a work order via the TISI app, located in the Apple IOS and Android store.

Of course, supply as much information as you can so we can provide the best help possible quickly.