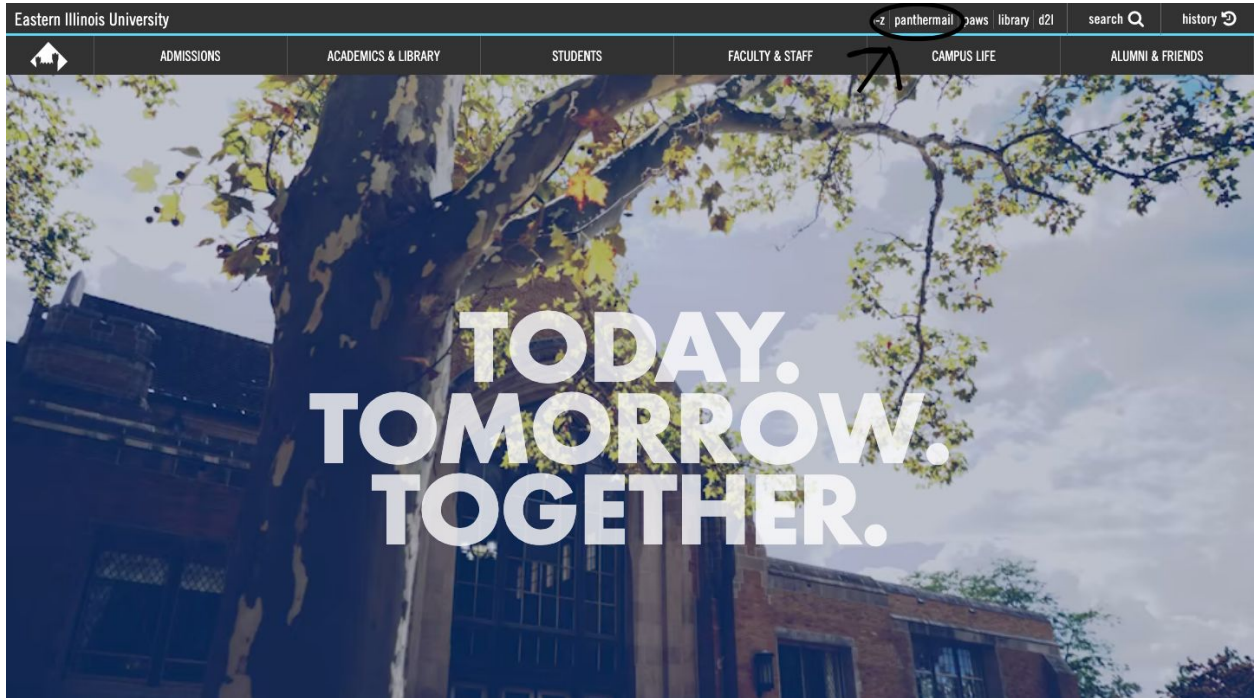


## Quick Guide to: Panthermail

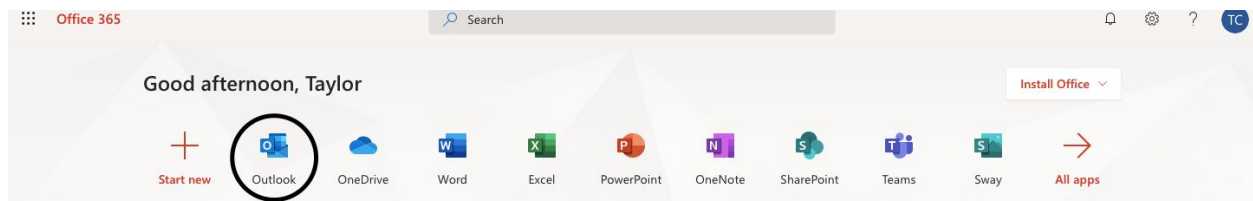
- 1) Go to [www.eiu.edu](http://www.eiu.edu)
- 2) In the upper right hand corner, select the “Panthermail” tab



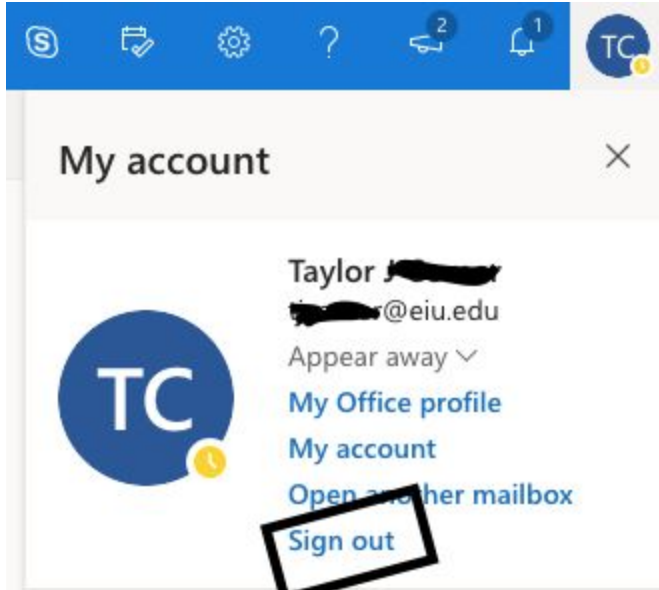
- 3) Enter your NetID and Password as the log-in credentials

\*Your panthermail has all of the features of Microsoft Office360, and you can save any work you do to your account so you can access it anywhere!

\*\*To access your Panthermail, select “outlook”



If you access your panthermail on a public computer, do NOT just exit out of the browser. Go to the circle with your initials in the top left corner and click “sign out” in the dropdown menu.



After selecting “sign out” the page will reload with the message “hang on a second while we sign you out”. You have to wait until it reloads and tells you that the sign out was successful, or else you will remain logged in on that computer and the next user will be able to access your Panthermail if they try to log into their Panthermail.