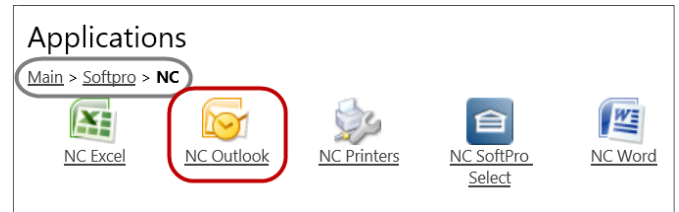


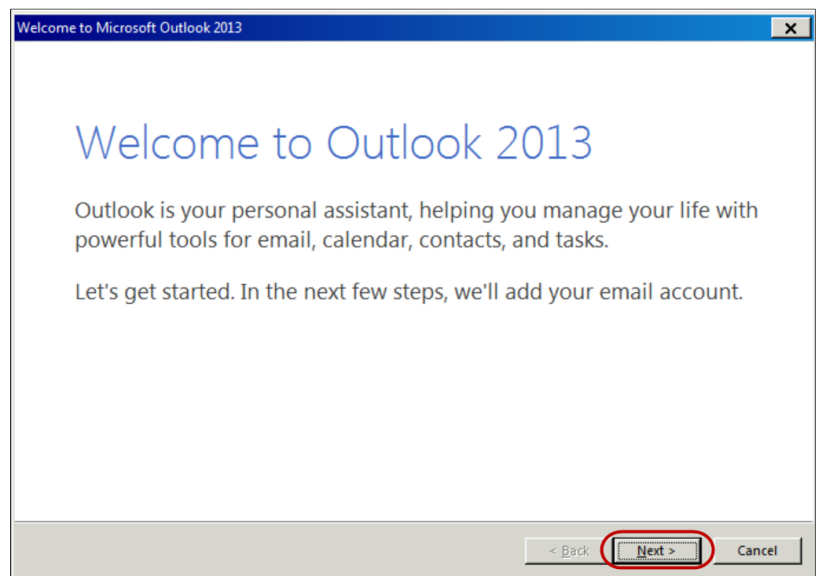
Once the RamQuest desktop is de-activated, you will access Outlook via your Citrix log in. Follow these steps to setup your Outlook access. If you have any questions or problems contact your system administrator.

1. Log into **Citrix**, if not already
2. Click the **SoftPro > NC** folder
3. Click the **NC Outlook** button once



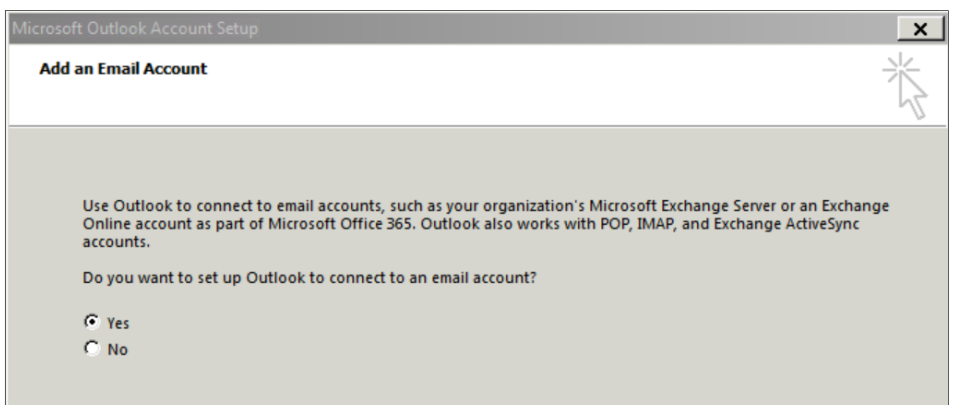
When the application starts, the **Welcome** message is displayed.

4. Click **Next**



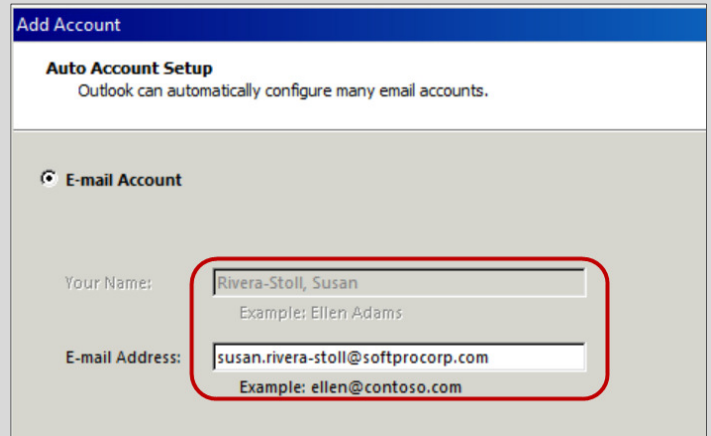
The program steps through the process of setting up your account.

5. Continue to click **Next** at each screen



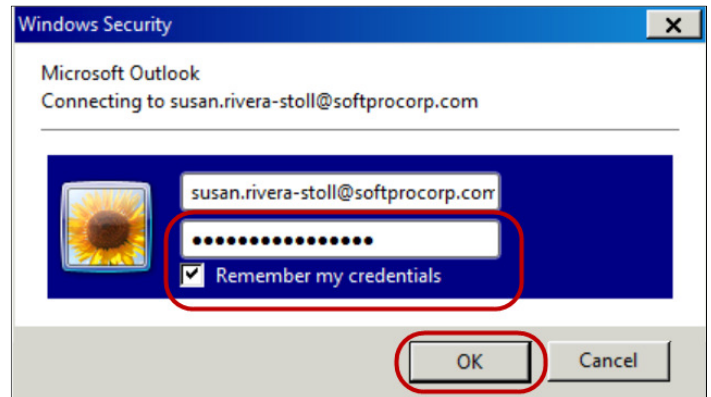
NOTE: At the **Add Account** window, the program should auto-populate your email account information. If it does not,

1. Click the **Cancel** button
2. Contact your system administrator



When prompted,

6. Enter the **Multi-Factor Authentication (MFA)** password; this is the 16-character password, not your system login password
7. Check the **Remember my credentials** check box
8. Click **OK**



When prompted,

9. Click **Finish**

The **Outlook** program automatically opens when setup is complete.

