

Logging In

1. In your internet browser type: webmail.pfccorp.com
2. Enter **Username:** Plant _____
3. Enter **Password:** Pwd_____
4. Click **Sign In**



Create and Send a New E-mail Message

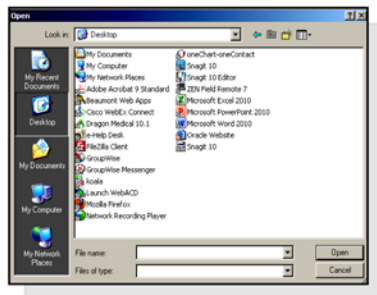
1. Click **Mail** Section
2. Click **Inbox** Folder
3. Click **New**
4. Click **Message**
5. Add an email address in the "To" area or type the first few letters of the last name and the email address will appear in a pop-up (picture). Click on it. If the pop-up address does not appear, click **Check Names**



6. Type the **Subject** and press the **Tab** key
7. Type your message in the body (big white space).
8. Click **Send**

Add an Attachment to an E-mail Message

1. Follow step #'s 1-7 (above) to create an email.
2. Click
3. Navigate to locate the file.
4. Click on file to select.
5. Click **Open**
6. Click **Send**.



For more information see the [Outlook Web App Quick Start Card](#) or visit the [PCF Intranet](#).



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