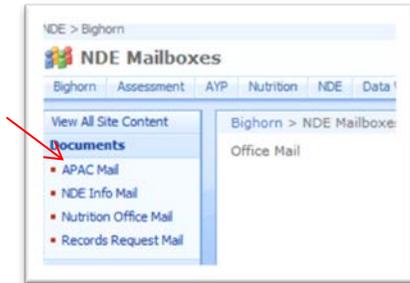


HOW TO LOG IN TO NDE MAILBOXES

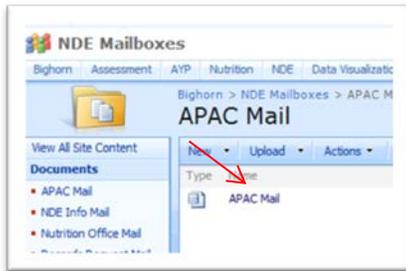
1. Log into the Bighorn Portal
2. Click the NDEMailboxes Tab



3. Click the specific mailbox (You will only see the mailbox(es) you have permission to see.)



4. Click the Mailbox link



4. Enter username and password and click OK. (Log in information located on each mailbox page.)



Upon logging into the mailbox, the specific emails will be displayed.

Note:

- a. If you have trouble with the email, you may need to log into the exchange server (mail.state.nv.us). You may need to do this to log out on occasion.
- b. You may only be logged into one mailbox at one time.