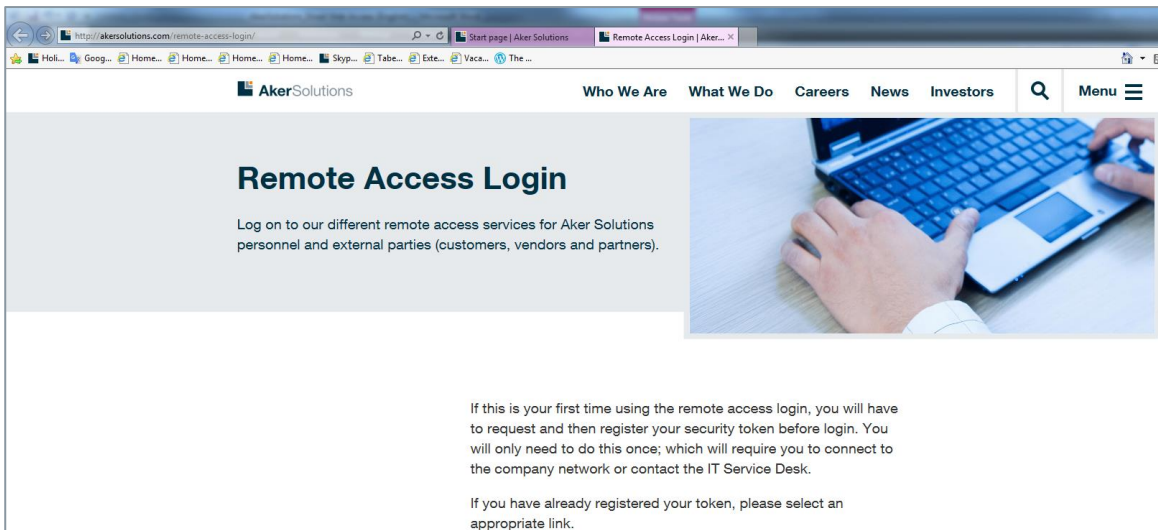


Step 1: Go to <http://akersolutions.com/remote>



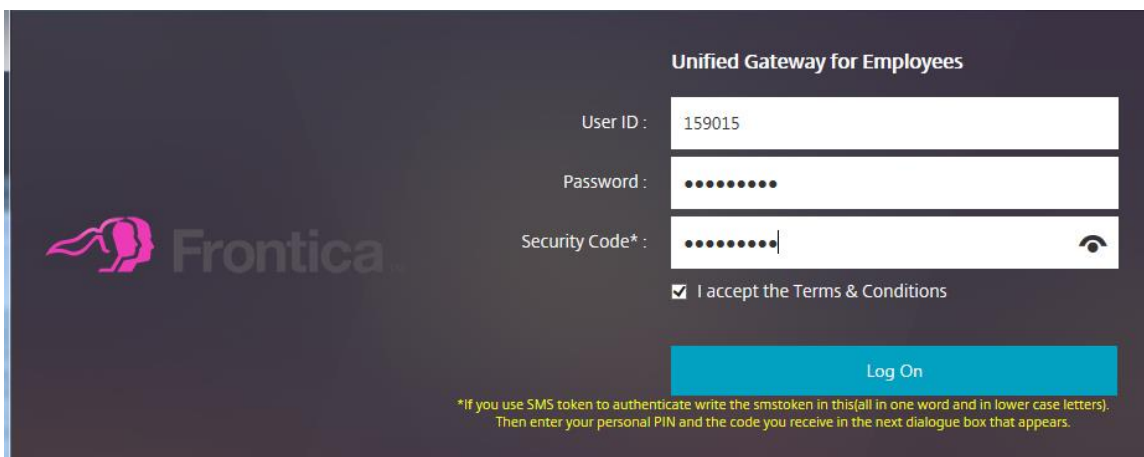
Step 2: On the Remote Access Login page, scroll down until you see **Access to Web-Based Applications**.

Choose **Outlook Web App (Office 365)**.

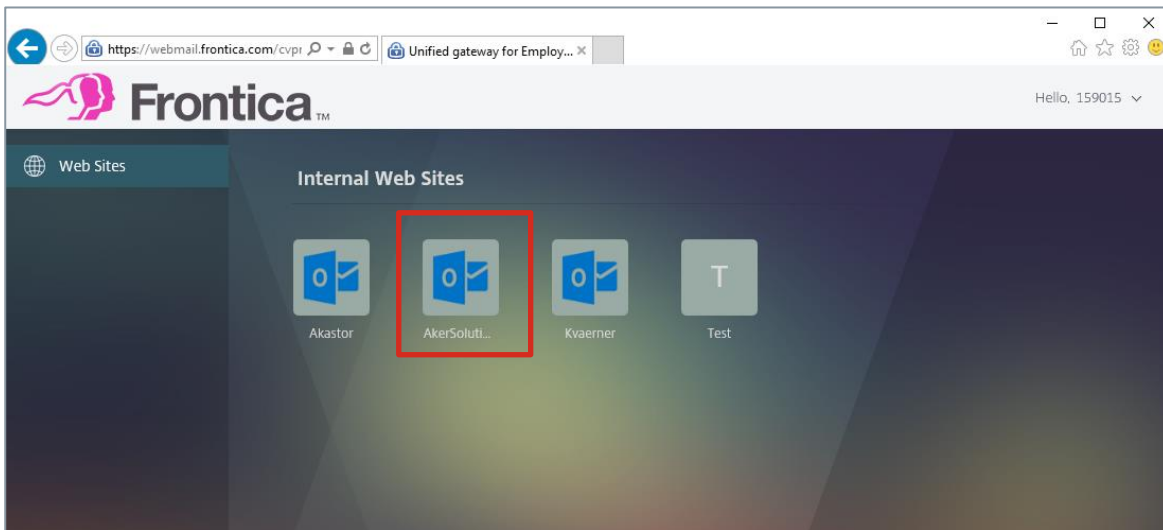


A user guide for Outlook Web App (Office 365) can be found under “**Download User Guides**” at the bottom of the page.

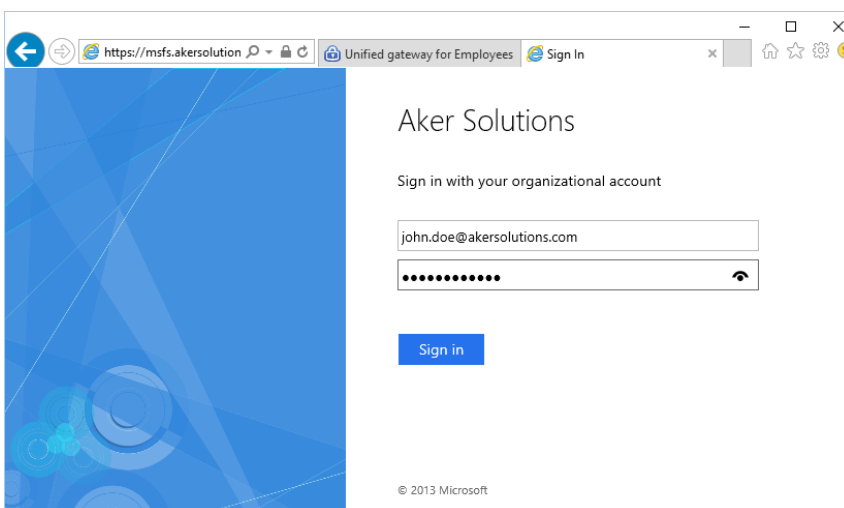
Step 3: Enter your User ID (SAP ID), password and your token code as required, then press **Log On**.



Step 4: Select "Aker Solutions"



Step 5: Enter your e-mail address and your password, and press *Sign in*.



Your e-mails will then be opened as shown below:

