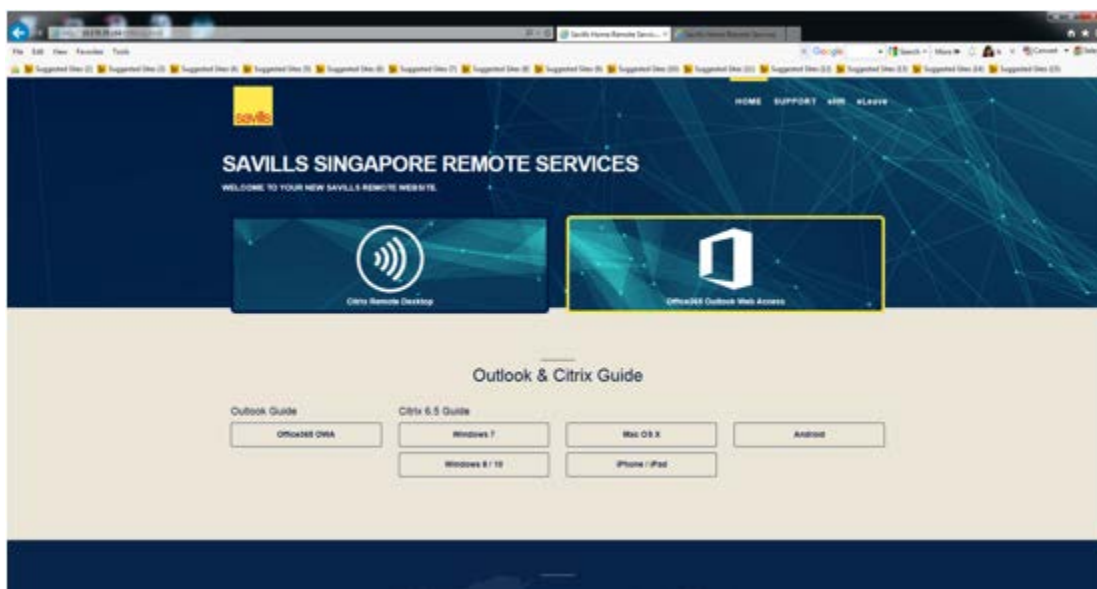


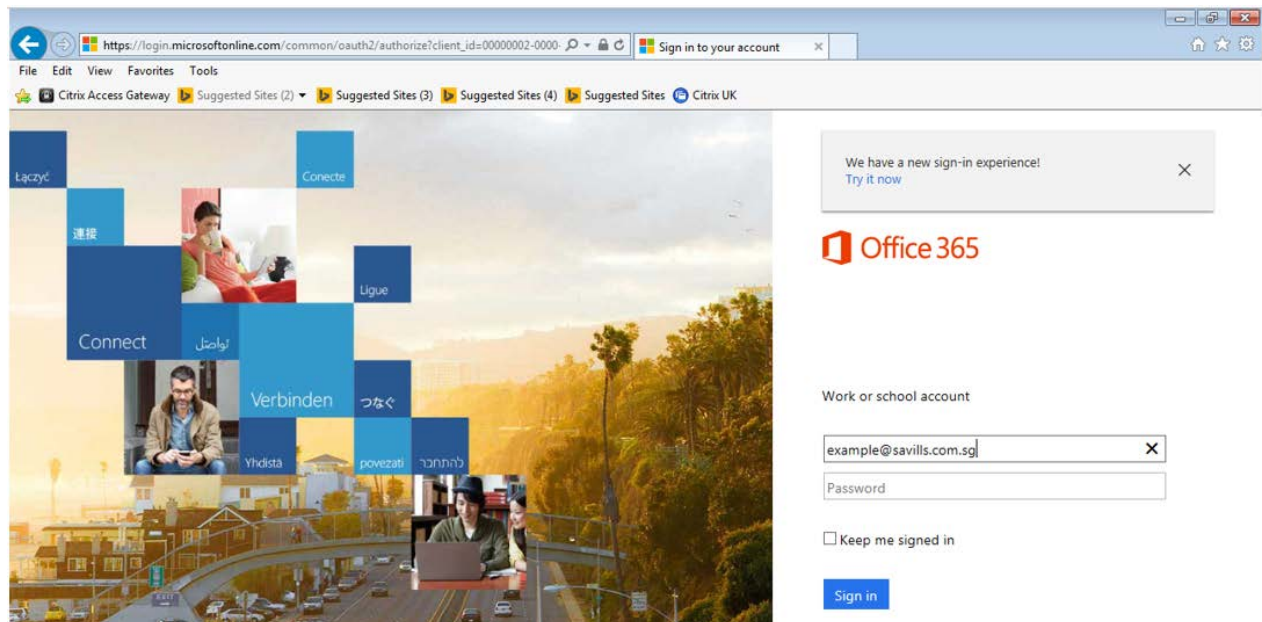
Savills Webmail Access User Guide for O365

How to read your mail when you are out of office?

1. Connect to the internet and type <http://home.savills.com.sg> in the address bar of Internet Explorer (IE) and press Enter.



2. Click "Office365 Outlook Web Access".
3. Log in by using your Savills email address as sign-in account name (example@savills.com.sg) and your password, then click "Sign in".



- Once done with your OWA access, please click "Sign out" in upper right corner to exit the system.

