Internet Browser – Google Chrome:
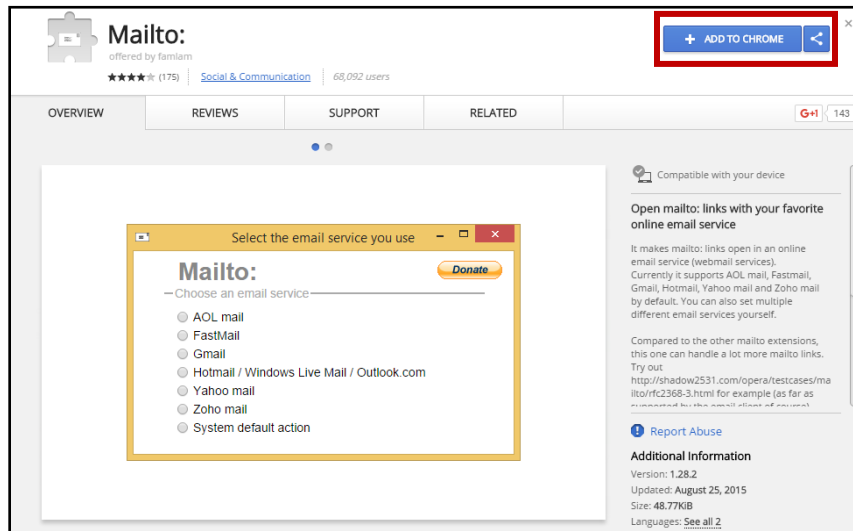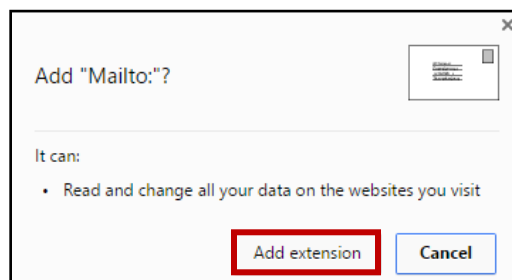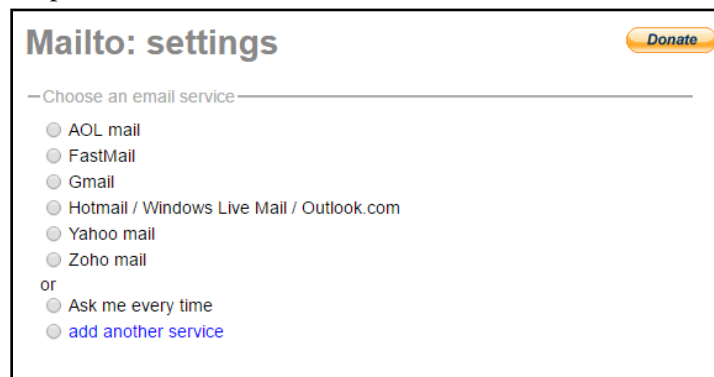
1. Install "Mailto:" extension by copying and pasting the hyperlink below into your Google browser.
   https://chrome.google.com/webstore/detail/mailto/gppbppehiogfokmpligejhaepeopajdf
   The screen below will show up.
2. Click "Add to Chrome" in the upper right corner.

3. Click "Add extension."

4. Select your desired email provider.

5. Exit out of "Mailto: settings".
6. Go to web portal.
7. Click on email button on web portal.
   You will be redirected to a new tab which will allow you to type in your email address and associated password. The email should popup after you log on.

Note: if you need to change the default email provider or uninstall the extension, type: chrome://extensions/ into the address bar. Find the Mailto: extension.

Click on "Details" to change your email provider.
Click the trashcan to remove the extension or unselect "Enabled".