## **Internet Browser – Google Chrome:**

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

Select the email service you use     Compatible with your device     Select the email service you use     Compatible with your device     Select the email service     Donate     Choose an email service     AOL mail     Grail     Grail     Hotmail / Windows Live Mail / Outlook.com     Yahoo mail     Zoho mail     System default action     System default action     System default action	OVERVIEW	REVIEWS	SUPPORT	RELATED	G+
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Version: 1.28.2					Updated: August 25, 2015
Version: <b>1.28.2</b> Updated: <b>August 25, 2015</b>					Size: 48.77KiB

3. Click "Add extension."

Add "Mailto:"?		
It can: • Read and change all yo	our data on the web:	sites you visit
	Add extension	Cancel

4. Select your desired email provider.

Mailto: settings	Donate
- Choose an email service	
AOL mail	
FastMail	
Gmail	
Hotmail / Windows Live Mail / Outlook.com	
Yahoo mail	
Zoho mail	
or	
Ask me every time	
add another service	

- 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".