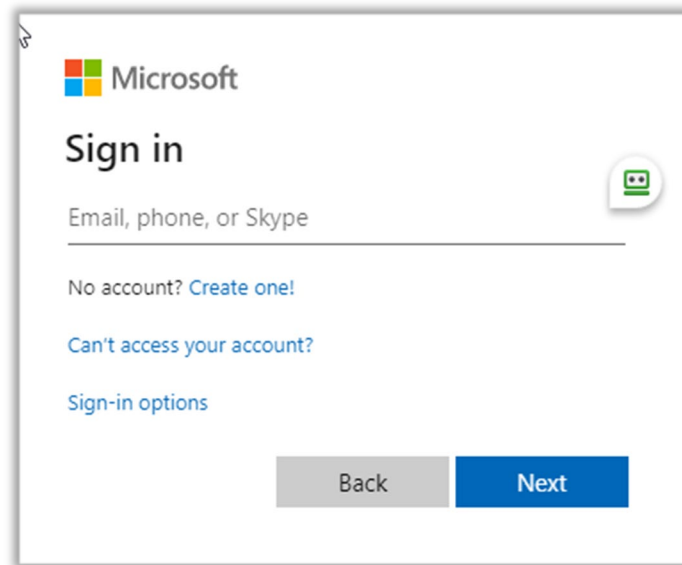




Initial District Representative Email Setup

Congratulations on your new assignment as a District Representative of the NPF-FPN!

You have been assigned an email address (first initial and last name – ex. jdoe@npf-fpn.com) and TEMPORARY password. Users will need to go to the Office 365 web portal at ryantech.me/mail or [office.com](https://ryantech.me/office.com). You will then be prompted to update your password.



Once your account is updated to a permanent password that you enter, you can then proceed to use the **Microsoft Outlook application** on the **Microsoft Office website** (www.office.com) to access your email or you can set it up on your own native email applications (Apple, Android, Outlook, etc.). We recommend that you use the Outlook application at www.office.com or download the Outlook application on your mobile device or laptop/desktop.

If you experience any issues while setting up the new password or adding this email address to your mobile or desktop device, please contact support@npf-fpn.com to setup a call for technical assistance.