



my.Alconnet.com

## Here's how to check your Company email from home or an Alcon Privacy Workstation.

### Accessing Email from Home

You can use your home PC or any computer outside the Alcon network with a connection to the Internet.

#### Step 1.

Open your Internet browser and enter the Web address <http://my.Alconnet.com>. Press "Enter" or click "Go." From my.Alconnet.com click on the link for "Alcon Email."

#### Step 2.

At the login window, enter your regular login id in the Domain/User Name box (e.g. US12345).

#### Step 3.

Enter your regular Alcon password in the Password box. Then press "Enter." If you have forgotten your password, please contact your local IT support or help desk.

#### Step 4.

Your email inbox should open in your browser.

**Note:** After 15 minutes of inactivity, you will automatically be logged off if you selected the "Public or shared computer" option from the login screen.

### Accessing Email from an Alcon Privacy Workstation

If you work in an Alcon manufacturing or distribution facility, you can access your Company email from one of the Privacy Workstations in your facility's cafeteria or breakroom.

**You can find step-by-step instructions at each Privacy Workstation.**

### Logging Off

**For security and privacy reasons, it is important to log off after accessing your email account.**

**To log off, click "Log Off."**