



## CORE EMAIL ACCOUNT

**CORE provides certain groups of employees with a company email address. This email account will receive important company communications and should be checked daily.**

**Below you will find the instructions to access your company email.**

### **ONLINE ACCESS**

Website: <https://mail.coreoccupational.com>

### **USER ACCESS**

Your Username is generally your first initial and your last name, all lowercase.  
*(ex. John Smith would be jsmith and the email address would be jsmith@coreoccupational.com)*

Your Password is assigned by IT and would have been provided to you by your recruiter at the time you were hired or when you entered a position that would have required you to be issued an email address.

### **PERSONAL EMAIL ADDRESS**

If you are not assigned a company email address, please provide Human Resources with your personal email address that you would like to receive CORE company communications.

### **TECHNICAL SUPPORT**

If you have any technical issues, please contact a member of IT at 225-456-2267 or [afontenot@coreoccupatioal.com](mailto:afontenot@coreoccupatioal.com)

### **CONTACT HUMAN RESOURCES**

If you have any questions or concerns, please contact Human Resources at 225-456-2243 or [dhardy@coreoccupational.com](mailto:dhardy@coreoccupational.com)