

# Outlook Web Access (OWA) User Guide

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Ministry of Central Services  
Information Technology Division

*This guide should be used to learn how to set-up a Self Service Password Manager profile and retrieve a lost password.*

## Background

The following is for clients that have been granted Outlook Web Access (OWA) service.

## Accessing the OWA service

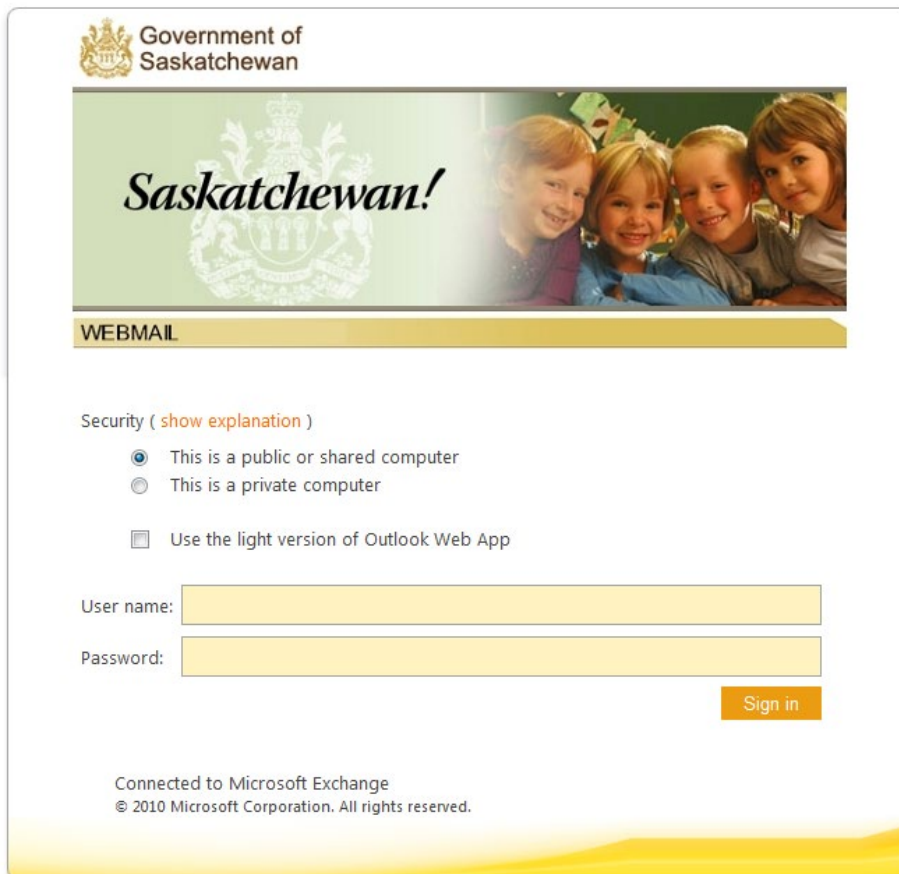
Once the client has been approved and granted OWA access, the client can use a Web browser to access their Microsoft Exchange Server mailbox from any computer with an Internet connection using the following URL:

<https://mobile.gov.sk.ca/exchange>

**Note:** It is recommended that you use Internet Explorer as your web browser.

## Accessing the URL

When the client accesses the above URL the following sign on screen will appear.



Government of Saskatchewan

*Saskatchewan!*

WEBMAIL

Security ( [show explanation](#) )

This is a public or shared computer

This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Sign in

Connected to Microsoft Exchange  
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## Login Credentials

The Domain\user name and password to connect to your mail via Web Mail are the same as your GOS username and password. Leave all other settings (Client and Security) as default.

Once you have entered your login credentials click on **Sign In** button or press the enter key to connect to your mailbox.

Once connected, you will only have access to your main Exchange Outlook mailbox.

**Note:** You will not be able to access your archive pst files via OWA or any other mailbox access you may have access to. You will not have access to your H:\ (Personal) & G:\ (Group) drives, or any other applications.

## Logging Out Via OWA Access

When ready to log out of your mail click on the “Sign Out” tab key button that is towards the top right hand corner, beside your name.

This will log you off from OWA and take you back to the main screen.

You can then close your browser.