

Information Technology Division

*This overview document provides information on accessing Outlook on the web.*

## Exchange Online – Outlook Web Access (OWA)

In addition to your mobile device, you also have web-based access to your Outlook email service from your home computer or elsewhere.

- To access Outlook on the web simply visit <https://outlook.office365.com/owa/>.
- A new identity, the Office 365 User Identity, is required to login to Exchange Online and other Office 365 services. The Office 365 User Identity is your existing Government of Saskatchewan username, followed by @gov.sk.ca (eg. jsmith@gov.sk.ca). **Note that this is NOT your email address** (eg. john.smith@gov.sk.ca).

### Form Revision History

| Date       | Change Author | Notes of Changes      |
|------------|---------------|-----------------------|
| 2018-05-24 | Art Newton    | Updated and Rebranded |
|            |               |                       |