

## Email Online – Logging into Outlook

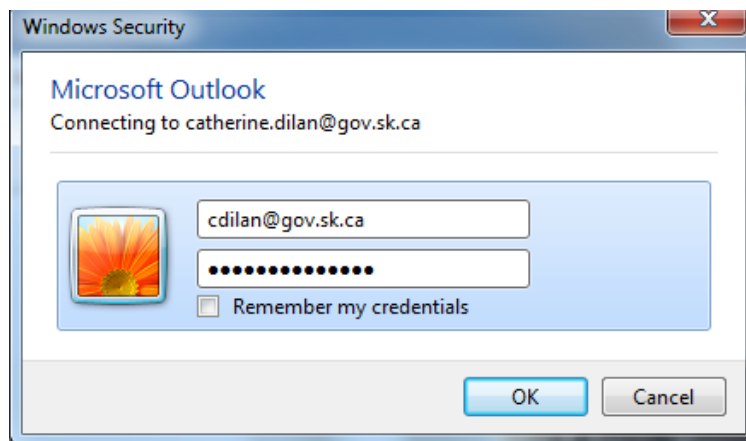
Here are a few tips to keep in mind when logging into Outlook on your mobile devices.

### Identification and Password

- When logging into Outlook you must use **BOTH** your network ID and your network password.
- 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).
- Your password is the one that you personally select for the system.

### Remembering Credentials

If your system uses Outlook 2010, you may be prompted to log-in every time you open Outlook. To avoid having to type in this information every time, simply check the “Remember my credentials” box when the pop-up appears.



### Form Revision History

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