

Outlook Log-in Tips Last revised: May 2018 Last reviewed: May 2018

Next review: As needed

Information Technology Division This overview document provides information on log-in procedures for Outlook.

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.

| Windows Security | | | |
|---|--|--|--|
| Microsoft Outlook Connecting to catherine.dilan@gov.sk.ca | | | |
| cdilan@gov.sk.ca •••••••• ••••••• Remember my credentials | | | |
| OK Cancel | | | |

Form Revision History

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