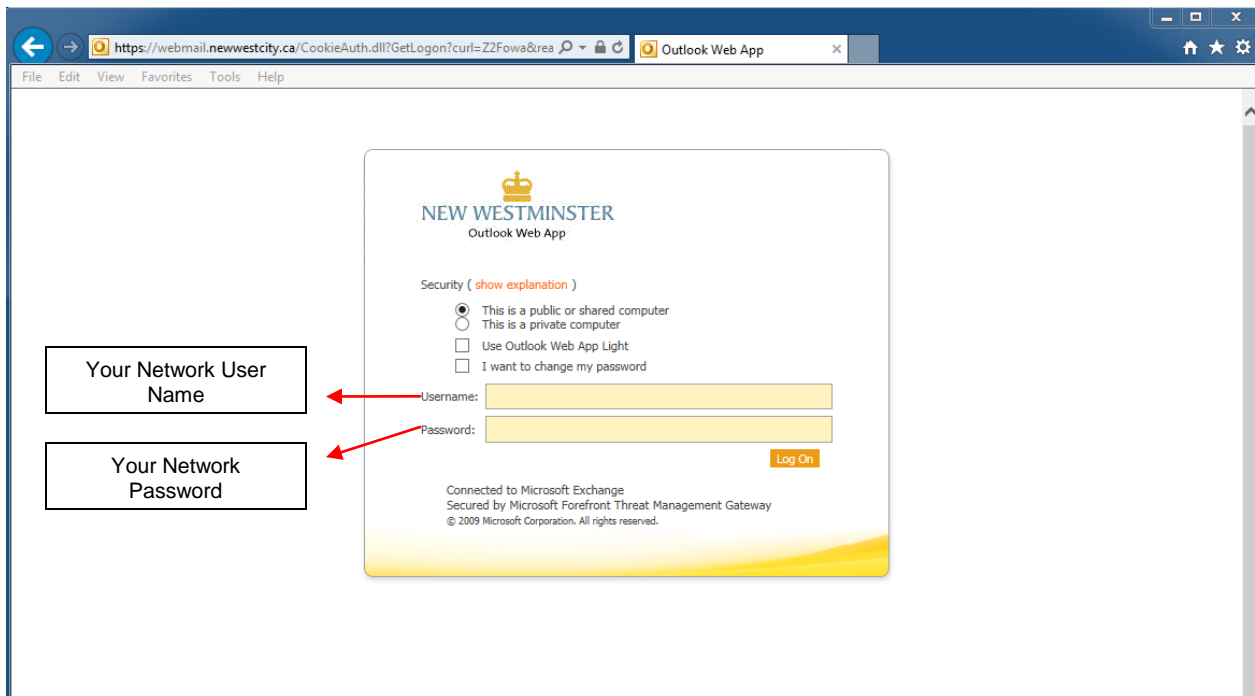


Outlook Web Access (OWA)

Access to Email via a Web browser outside the City network

1. Open a web browser (Internet Explorer or Google Chrome is recommended)
2. Enter the URL: <https://webmail.newwestcity.ca>



3. Enter your regular network **{Username}** in the text box (eg. **sgoy**).
4. Enter your network **{Password}**.
5. Select **{Log-On}**

Congratulations, you are now using Outlook Web Access to view your email.

Note – if you are unable to log in because the system is rejecting your password, you need to change your password, or you forgot your password and you need to reset it, please visit <https://apr.newwestcity.ca>.