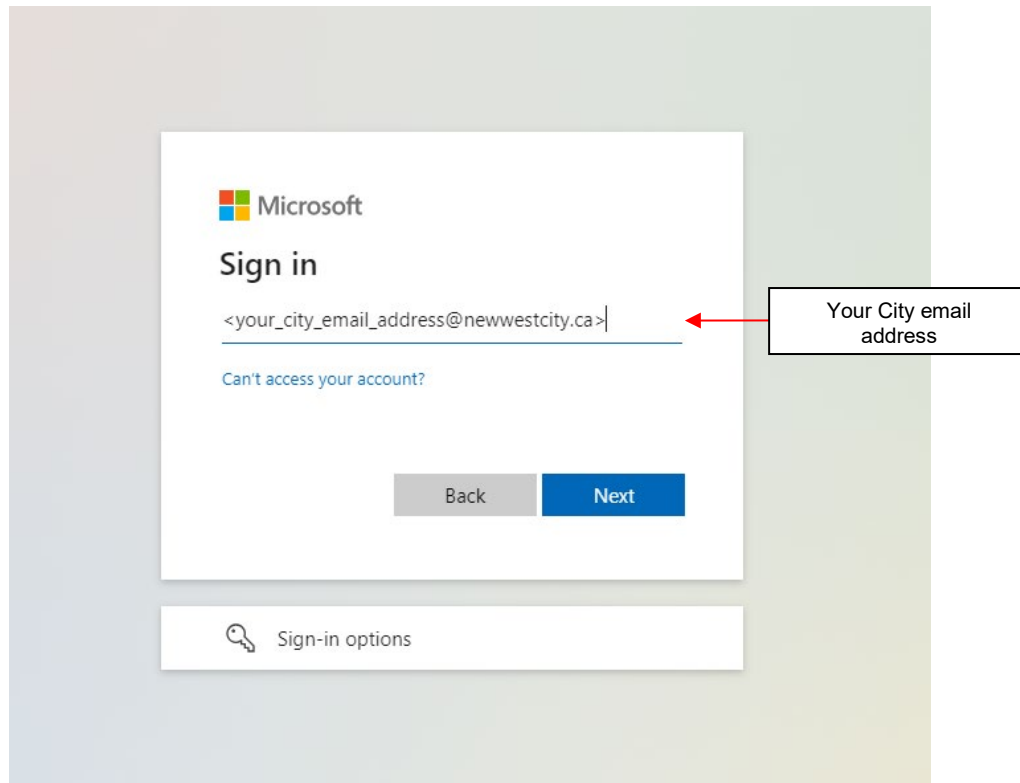


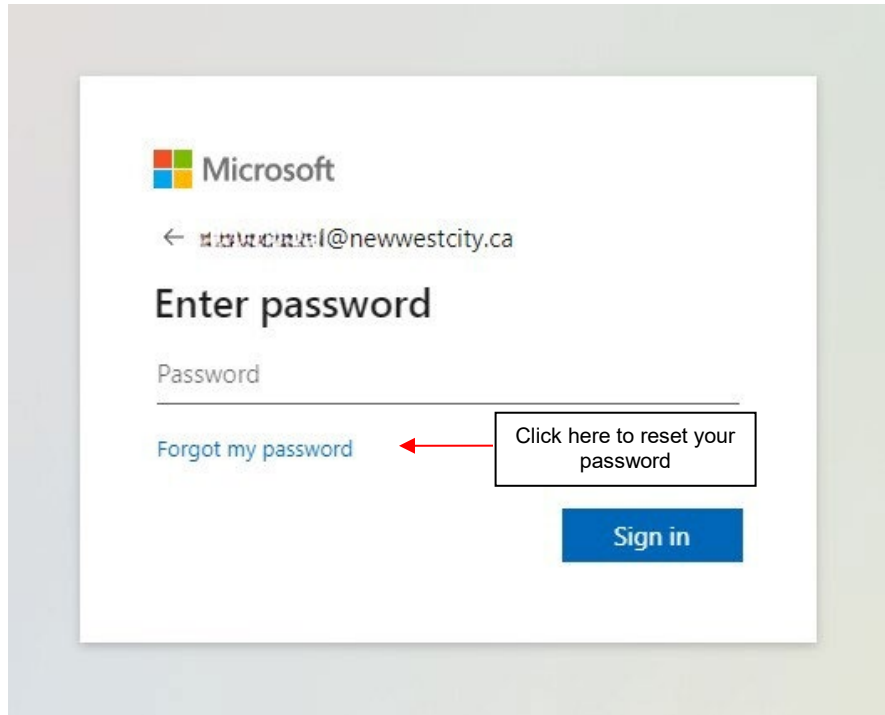
Webmail Access

Access to email via a web browser outside the City network

1. Open a web browser (Google Chrome is recommended)
2. Enter the URL: webmail.newwestcity.ca



3. Enter your City email address in the text field, e.g., [your city email address@newwestcity.ca](mailto:your_city_email_address@newwestcity.ca) and click **Next**
4. Enter your network **password** and select **Sign in**
5. Forgot your password? If you have **MFA enabled**, you can reset your password using the link here:



If you do not have MFA enabled, please continue to use apr.newwestcity.ca until you have multifactor authentication set up.

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