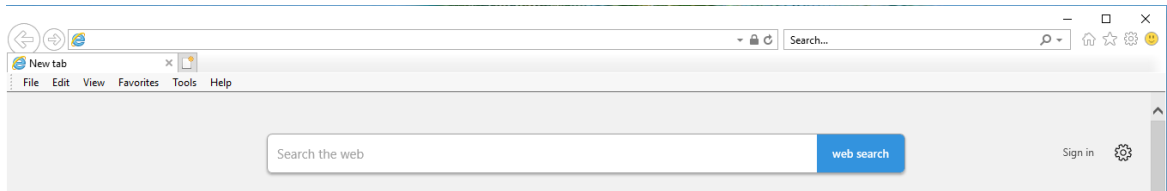


Accessing email through Webmail

Non-Office 365 users

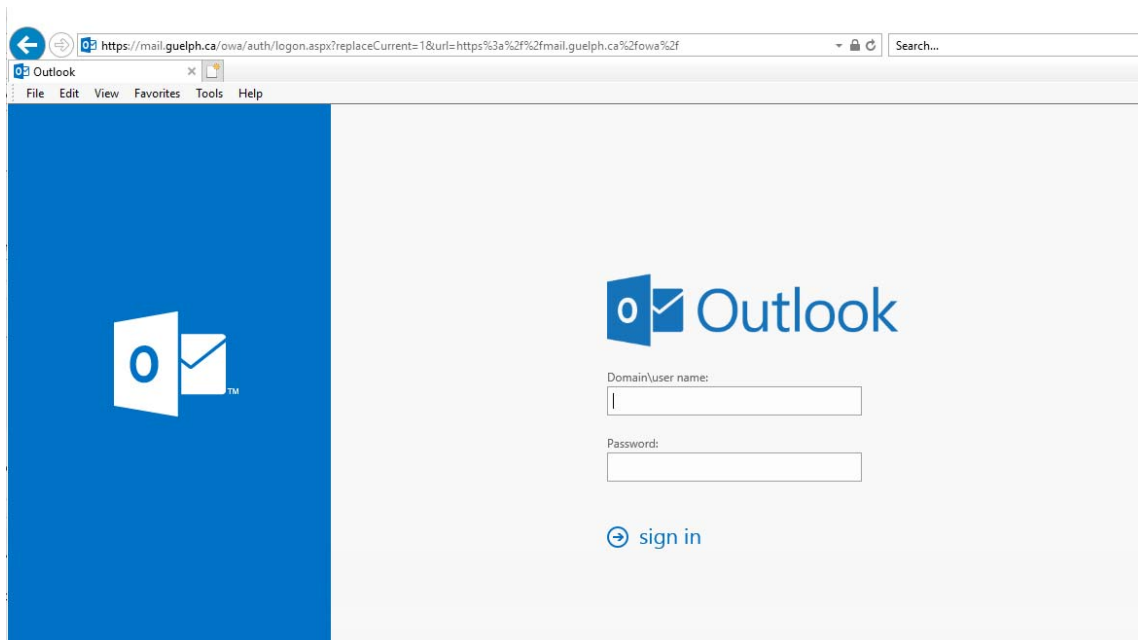
1. Open your choice of web browser (i.e. Internet Explorer, Google Chrome, Safari)



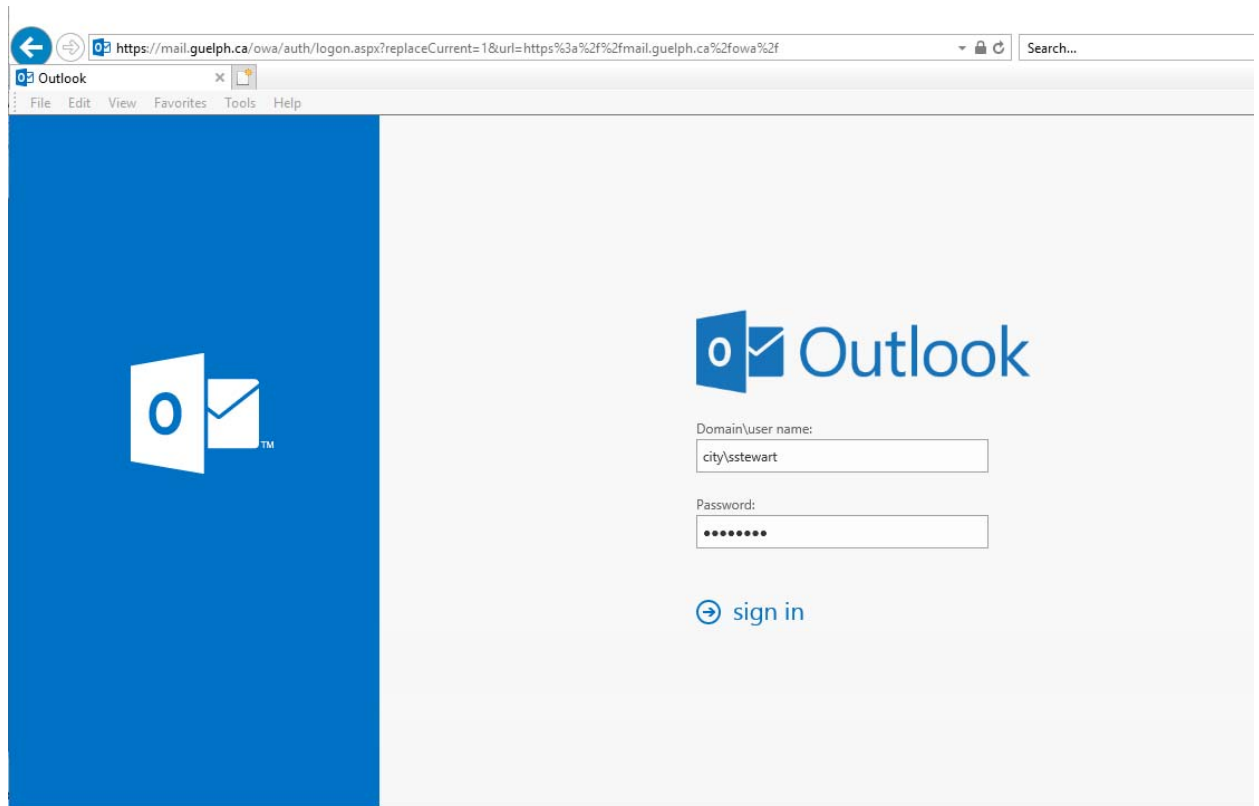
2. Enter 'mail.guelph.ca' into the address bar



3. You will be automatically taken to the City of Guelph online portal to the email server



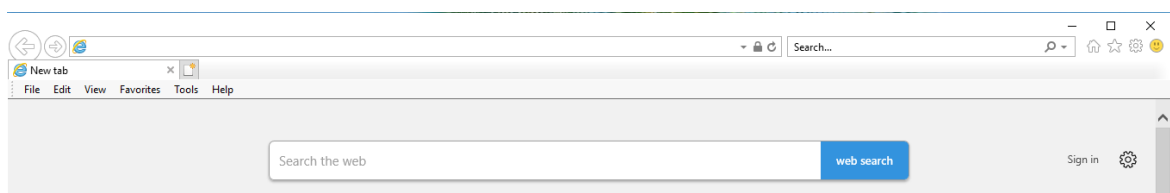
4. Enter your username as requested in the example "Domain\user name". As an example your entry would be similar to the following but using the username you traditionally log into your PC with: 'city\sstewart' and enter your traditional password into the password field



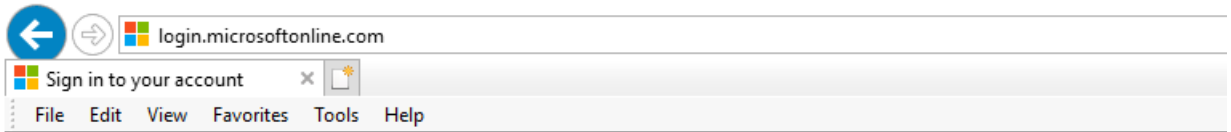
5. You will be automatically logged in once you click 'sign in' and will be able to begin functioning as normal

Office 365 users

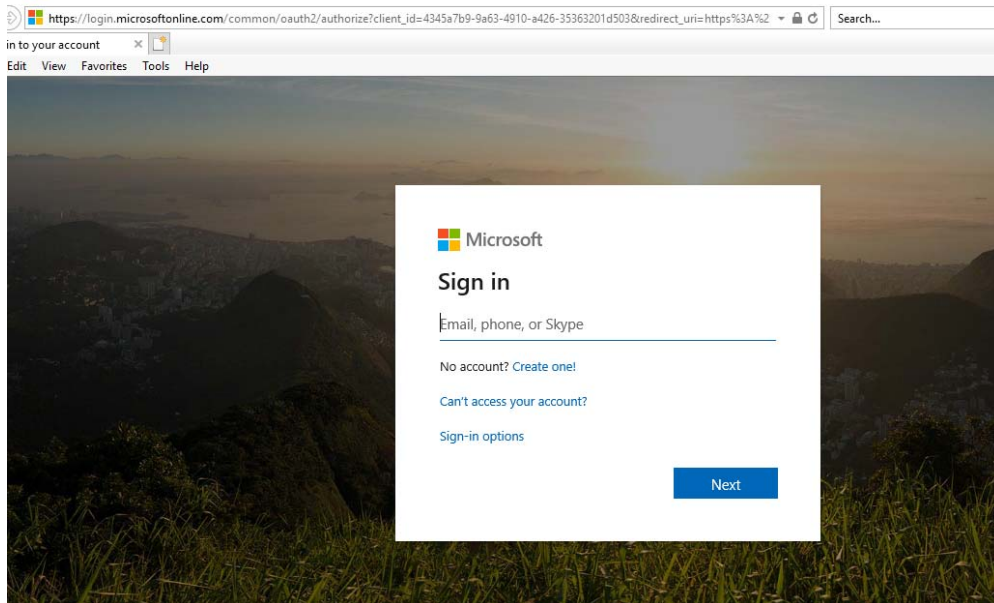
1. Open your choice of web browser ie. Internet Explorer, Google Chrome, Safari etc



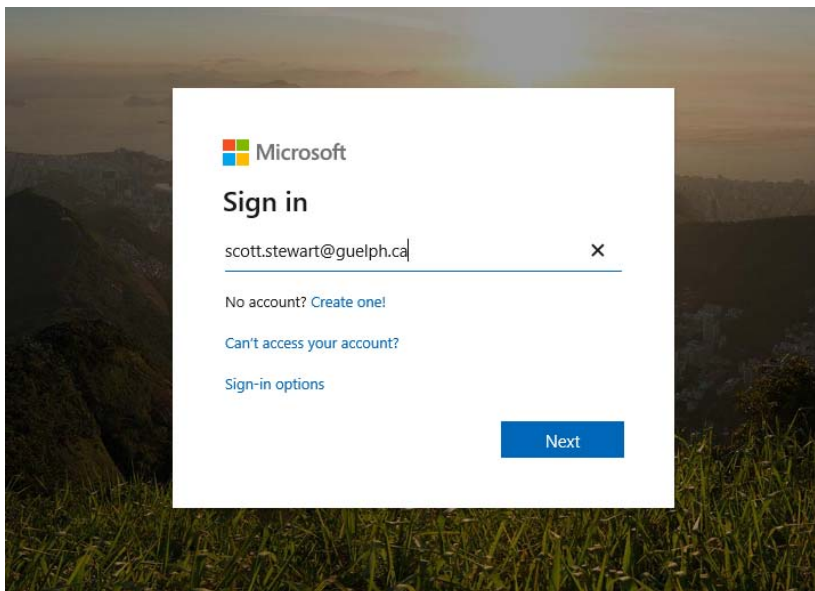
2. Enter 'login.microsoftonline.com' into the address bar



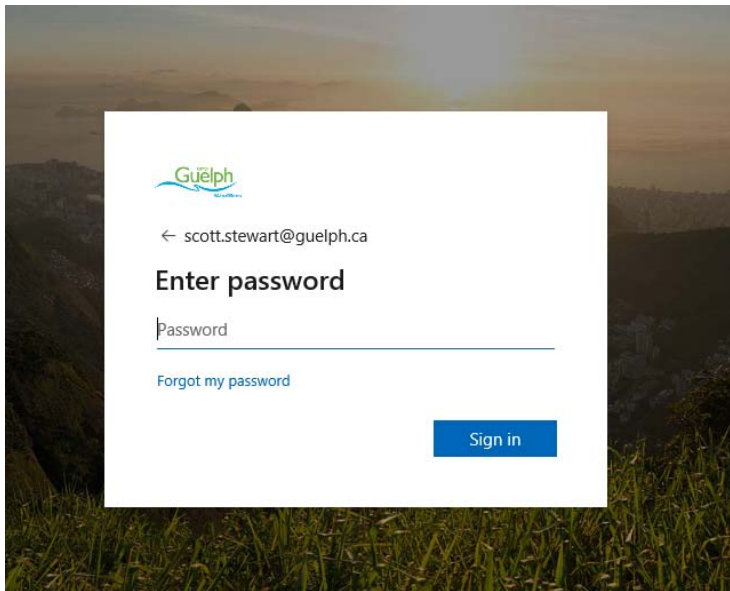
3. You will be automatically taken to the Office 365 login portal.



4. Enter your City email address as requested in the field asking for 'Email, phone, or Skype' (i.e., scott.stewart@guelph.ca). Click the Next button.



5. Enter your password in the 'Password' field. This is the same password you use to login to your work computer.
Click the 'Sign in' button.



6. You will be logged into the Office 365 portal.

Click the 'Outlook' icon.

You will be automatically logged in once you click the 'Outlook' icon and will be able to begin functioning as normal.

