Accessing Outlook Web App vs. Outlook 2016 Client Post Migration

Outlook Web App (OWA) on a Shared Computer

After entering your usual login credentials, you will be prompted to follow a new link:

Outlook Web App		
Use the following link to open this mailbox with the best performance:		
http://outlook.com/owa/lakeridgehealth.onmicrosoft.com		
Connected to Microsoft Exchange		
© 2010 Microsoft Corporation. All rights reserved.		
PASSWORD REQUIREMENTS		
Must contain 3 of the following: Uppercase, lowercase, number, symbol e 8 characters or more Cannot be too similar to your name or previous 10 passwords		

You may be asked to pick an account, you will need to select the "+ use another account."



Once you reach the new landing page, enter your new email address (user@lh.ca) and existing password.





if It is your first time using O365, you may also be prompted to add your new account and set up language and time zone and Select Eastern standard time

Outlook 2016 Client on Personal Laptop or Desktop computer

When opening **Microsoft Outlook 2016** program on your work laptop or computer after the migration you will be presented with the following **Windows Security** pop up message:

You will be prompted to authenticate. Enter your new email <u>user@lh.ca</u> and existing password.

Windows Security	/ ×
Microsoft C Connecting to	Outlook wwhite@lh.ca
	wwhite@lh.ca
	OK Cancel

Note: Make sure to check "Remember my credentials" on your personal computer to avoid having to enter your password each time

