

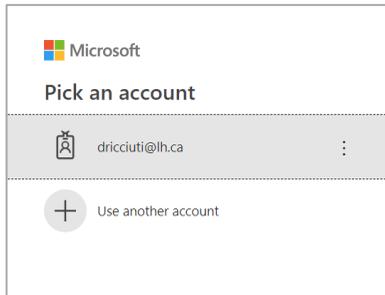


## Outlook Web App (OWA) on a Shared Computer

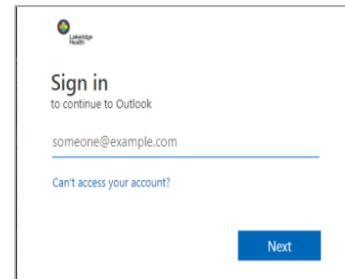
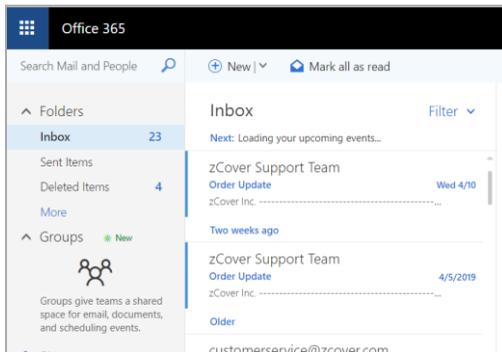
After entering your usual login credentials, you will be prompted to follow a new link:



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.

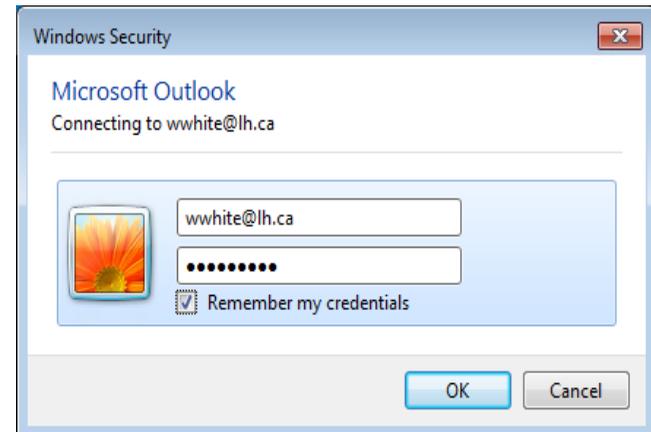


if It is your first time using O365, you may also be prompted to add your new account and set up language and time zone and Select Eastern standard time

## 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 user@lh.ca and existing password.



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

