

New Webmail sign in steps

1) First, sign into webmail with your Domain\username and password just like you have in the past

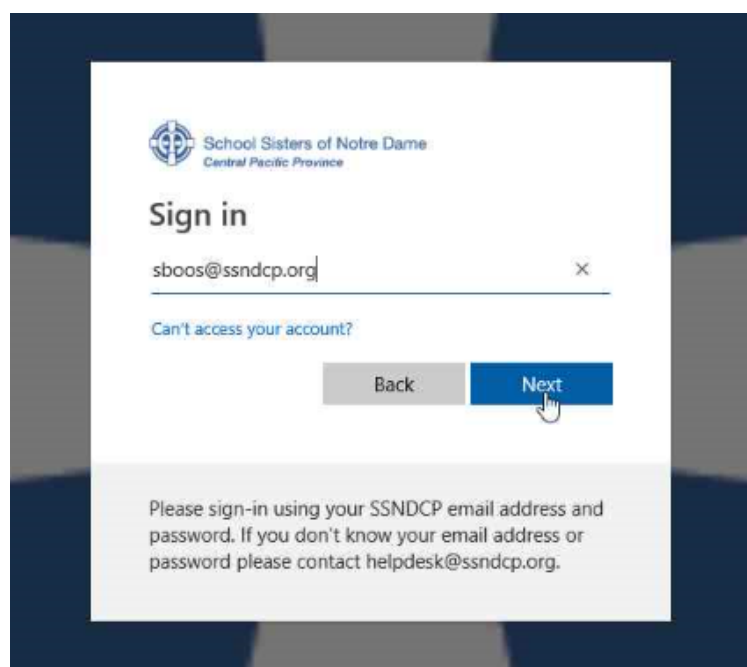


2) When you click 'sign in', you will see a pop-up window open directing you to the new login site. You will need to click the link as shown. This is the new address for webmail <https://outlook.com/owa/ssndcp.org> which you can use going forward.



3) Next you will see the new login screen appear. Here you will login using your email address (username@ssndcp.org) instead of the old format (ssndcp\username)

Once you've entered your email address, click 'Next'

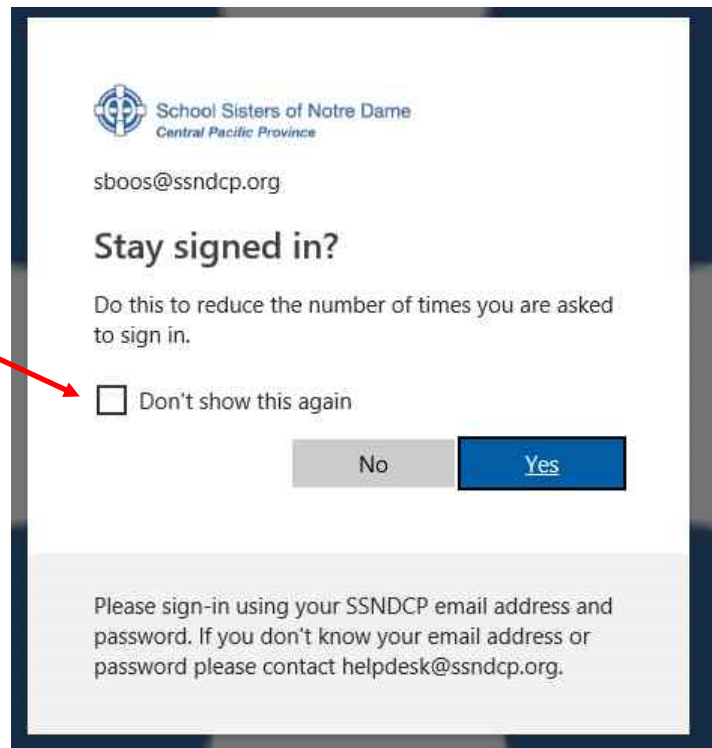


4) Enter your password, then click 'Sign in'



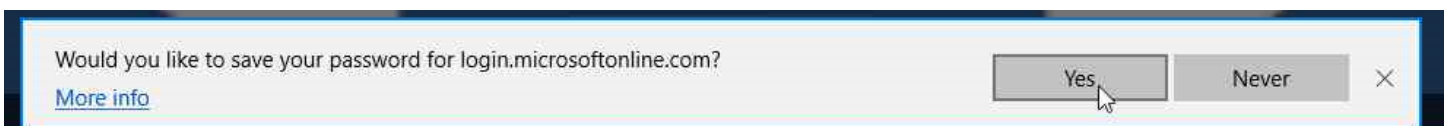
5) If you are using a public or shared computer click 'No'

If you are using a private computer, check the box next to "Don't show this again" then click 'Yes'

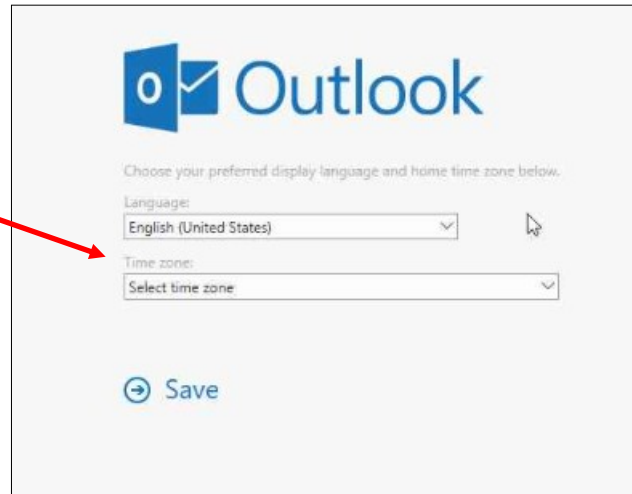


6) If you get the prompt to save your password (see below), choose 'never' if you are using a shared or public computer.

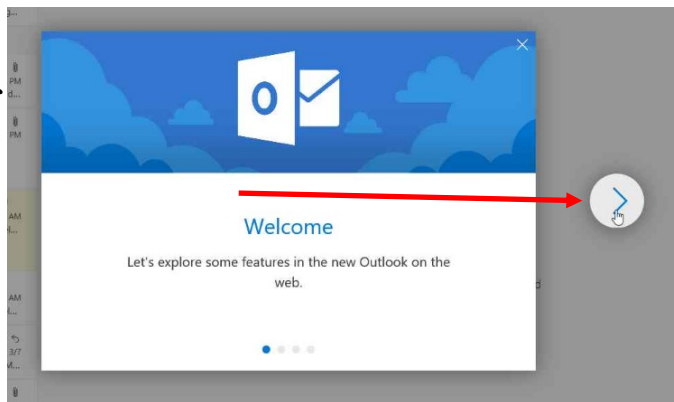
If you are using a private computer, you can choose 'yes'



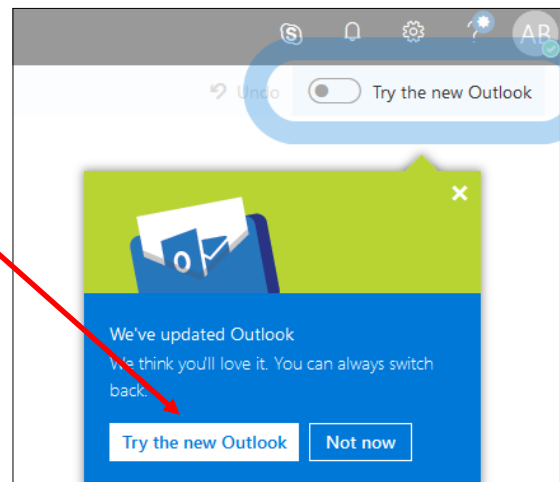
7) Choose your preferred language and time zone from the drop down menu, then click 'Save'



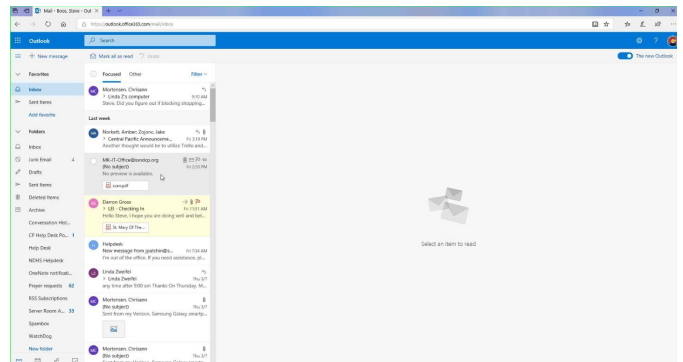
8) Navigate through the Overview of Features by using the arrow on the right side



9) For a more Windows 10 friendly look, choose "Try the new look" otherwise choose 'not now' to keep a more basic look



10) You are now ready to use your new Outlook Webmail. For further instructions on managing mail, calendar and contacts in the new Outlook on the web, please visit the [Microsoft training site](https://www.microsoft.com/training).



If you run into any trouble please reach out to us at 1-800-373-7521 or helpdesk@ssndcp.org