

How to access Office 365 Webmail

PLEASE NOTE

Your **email username** is different than your **email address**. Your email address will not change. The email username (which looks like an email address, but really is not) will be used when configuring Outlook, setting up your email on a device, or using Webmail.

The naming convention for usernames is:

yourpolarisusername@peacelibrarysystem.ab.ca

For example:

plshpotter@peacelibrarysystem.ab.ca
pabarhgranger@peacelibrarysystem.ab.ca
parymrweasley@peacelibrarysystem.ab.ca
pahfxlibmanager@hogwartslibrary.ab.ca

It does not matter what your email domain is (e.g. @beaverlodgelibrary.ab.ca, @rainbowlakelibrary.ab.ca, @slavelakelibrary.ab.ca), your username will always end with @peacelibrarysystem.ab.ca.

1. Webmail is accessed using an internet browser. Open the browser of your choice and visit <https://mail.office365.com>



Work or school account

Keep me signed in

Sign in

2. Enter your **email username** (NOT email address) and password. Please do not check *Keep me signed in* if you are used a public or shared computer.
3. Click **Sign in**.