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

[Office 365 login interface]

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.