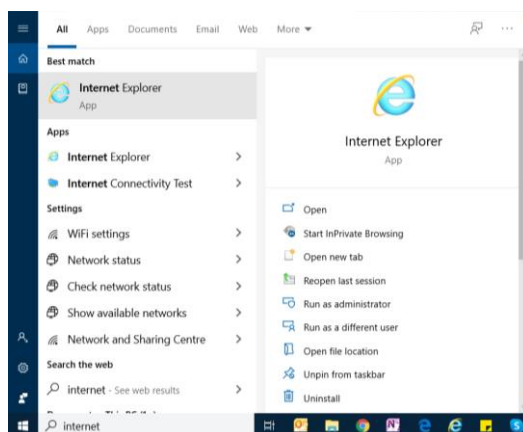


## ACCESSING WEB OUTLOOK

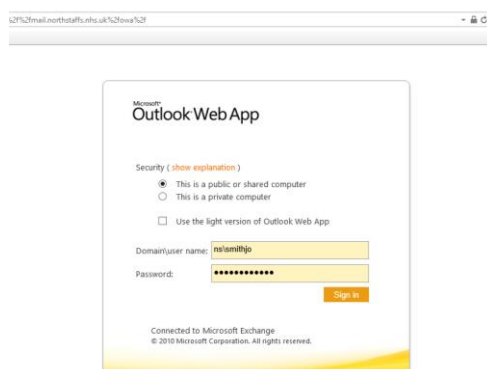
**Step 1** – Open your Internet browser of choice i.e. Edge, Chrome, Explorer.



**Step 2** – Go to <https://mail.northstaffs.nhs.uk/owa>



**Step 3** – Enter you Domain Name\Username (i.e. ns\smithjo) and the password you use to log into your computer and click 'Sign In'.



You should now be logged into the Outlook Web App.

### Important Note

Please note that when using Outlook Web App you do not change your password from the Options menu. This should be done through your laptop/computer as this may cause a conflict when you log into your device.