

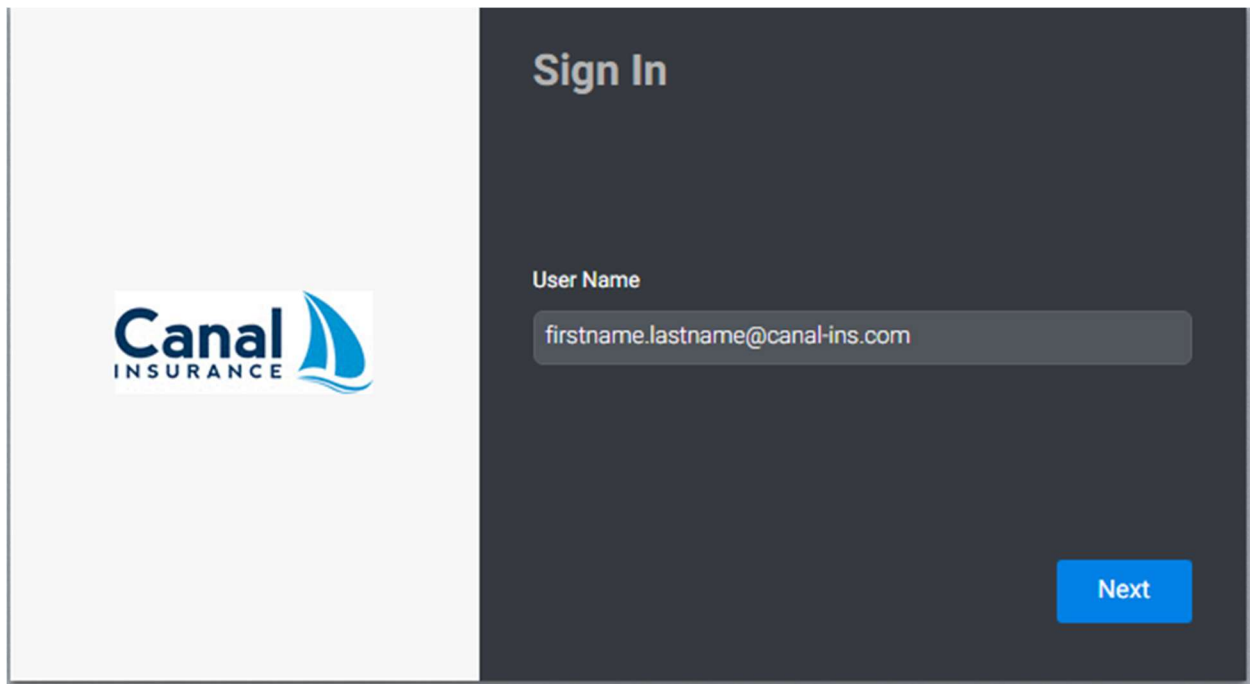
## Outlook Office 365 Email Instructions

In the event where you have connectivity issues with Outlook on your PC, you may access Outlook Web Access (OWA) via <https://outlook.office365.com>

OWA (Outlook Web Access) can be accessed from any browser as long as you are connected to the internet.

When outside of the Canal Network, you will be prompted for additional information to prove who you are.

When accessing <https://outlook.office365.com> the following may be prompted. Fill out the information and you will be able to access OWA.



**Canal**  
INSURANCE



### Sign In

User Name


Next

Click Next

This is your Windows Password



If using DUO Mobile, type "push" (without quotes) or enter in code. If you using token, type in code displayed



## Authentication

[Start Over](#)

██████████@canal-ins.com

Password [Forgot password?](#)

Authentication Method

DUO

Enter Passcode

[Next](#)

Click Next

After the information is given you should gain access to Outlook Web Access and use as you would Outlook on your PC.