

Accessing Student Webmail USING YOUR BROWSER

Step 1:

Visit: <https://www.cna.nl.ca/MyCNA>

Step 2:

Click on "Self Service Options"

Step 3:

Click on "Webmail Access"

You can also simply visit: <https://webmail.cna.nl.ca>

Step 4:

Enter your username and password in this format:

Username: firstname.lastname##@ed.cna.nl.ca

Password: dd-Mmm-YYYY

- **## is the last two digits of your student number**
- **Password is your date of birth**
(i.e., 23-April-1999 or 5-Dec-1999)

Accessing Student Webmail

USING THROUGH THE OUTLOOK APP ON YOUR PHONE

Step 1: Visit the App Store and download “Outlook”

Step 2: Enter your college email and select “Sign In with Office 365”

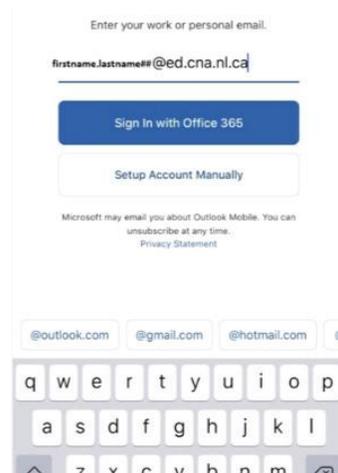
Step 3: You will be forwarded to a page where it will prompt you to enter your password for your college email. Enter the password and press “Sign In with Office 365”

Step 4: A message should pop up asking you to either turn on or off notifications; turn it on so you get a notification when you get an email. Your e-mail is now set-up! The orange circle is the college email and if you click the one in under it you can add another email such as a personal.

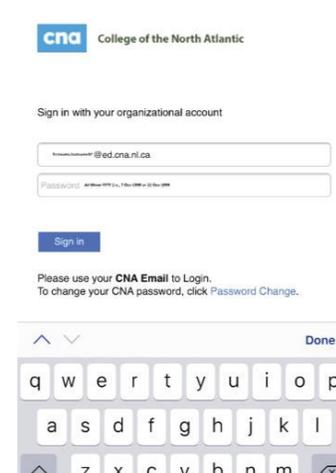
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Step 2:



Step 3:



Step 4:

