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)



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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.

Step 1:	Step 2:	Step 3:	Step 4:
Outlook	Enter your work or personal email. firstname.lastname#e@ed.cna.nl.ca	COLlege of the North Atlantic	Inbox Filter ₹ Drafts
Microsoft Outlook - email and calendar	Sign In with Office 365	Sign in with your organizational account	Archive a " Sent Items
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