

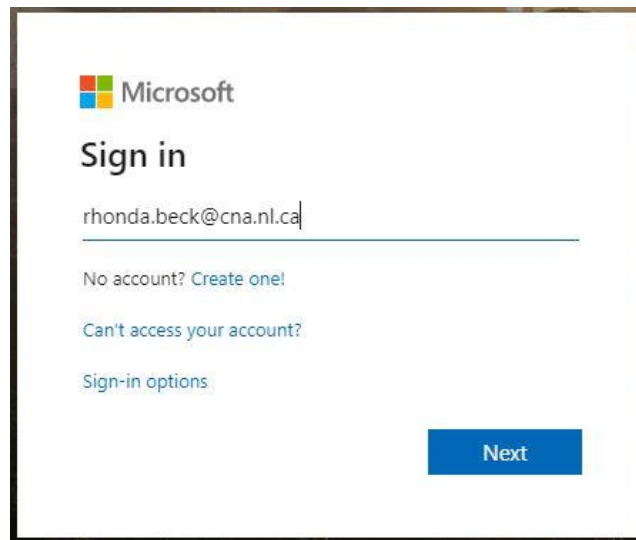
Accessing Office 365

To Login to Office 365 you will need to go to <https://webmail.cna.nl.ca>

Once here you will need to click on Staff Office 365 Login



Next you will need to enter your staff Email and click next.



Microsoft

Sign in

rhonda.beck@cna.nl.ca

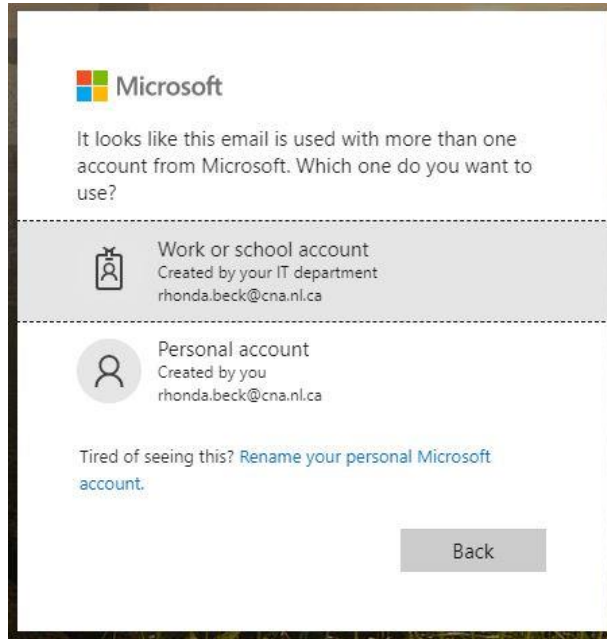
No account? [Create one!](#)

[Can't access your account?](#)

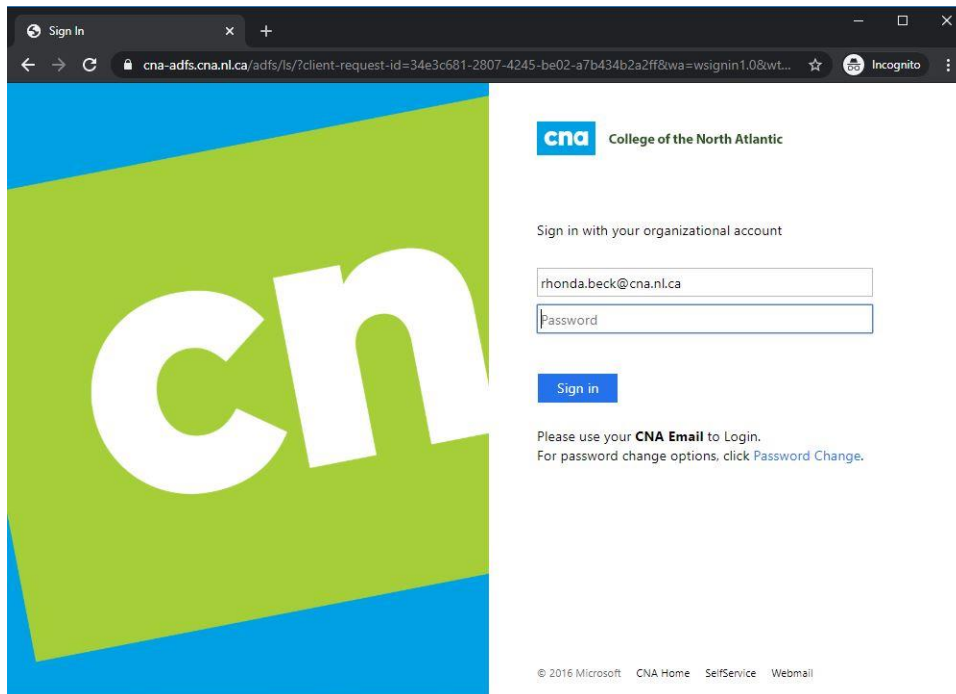
[Sign-in options](#)

Next

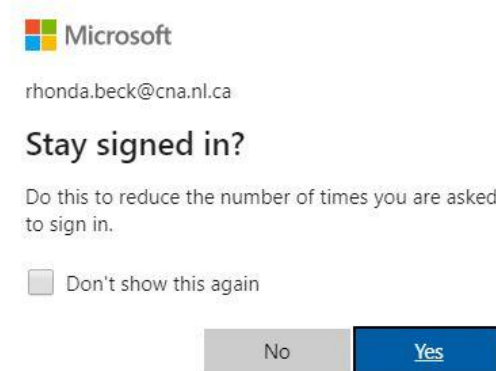
Then you will need to click on the Work Account setting to authenticate.



Now it will take you to the Staff login page for the College

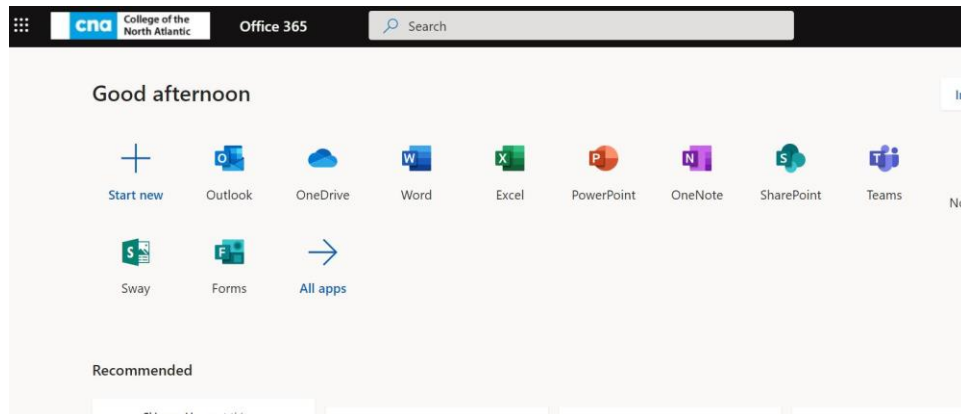


After you enter your password you will see the following pop-up



We recommend that you click **No** here.

****Please note, if you have not logged into webmail before you will get prompted to setup additional security on your account, this will need to be completed prior to being able to access****



And this will be similar to your Office 365 screen.

Please note: all files contained in 365 are considered to be of a confidential nature and should be handled with the utmost privacy as per college privacy policy.