

## How to Access Outlook Webmail & Change Your Password

Open your browser and type in the following address to log into your Outlook Webmail:

<https://webmail.manitoba-ehealth.ca/>

Your username and password will be provided to you by Human Resources upon hire. For example:

Username: jdoe5

Password: Aqu1ckbrownfox

Your password will expire every 90 days. If you need to reset your password, call the Service Desk at 1-866-999-9698.

If you have forgotten your password, call the Service Desk. They will ask you for your first and last name. They will also verify who you are by asking you the Security Questions that you established when you met with Human Resources. If you have not set up your Security Questions, they will walk you through the process.

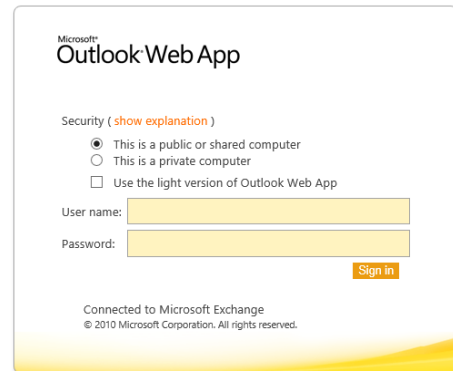
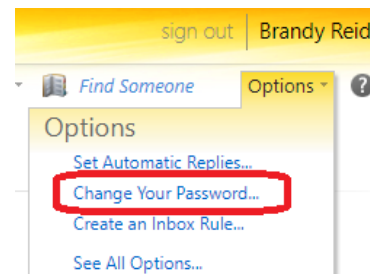
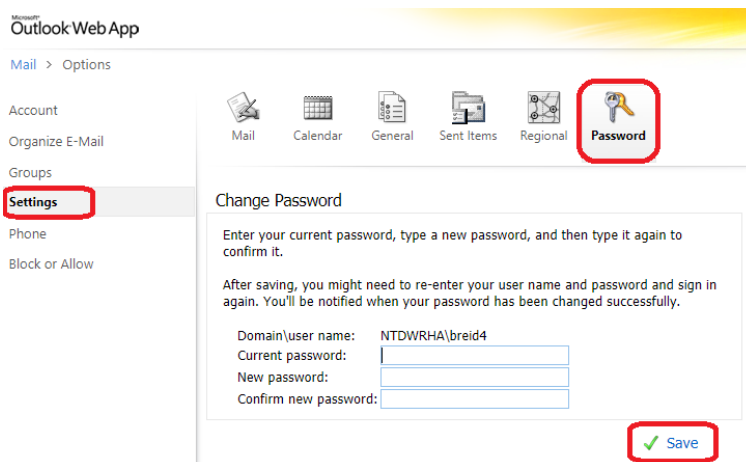
Once your password is set up with the Service Desk, you can change it in the Outlook WebApp.

Click on OPTIONS in the top right hand corner of your screen and select CHANGE YOUR PASSWORD.

On the next screen you will be taken to SETTINGS → PASSWORD.

Enter your CURRENT PASSWORD in the correct field and then enter your NEW PASSWORD twice in the fields that follow. *\*For password creation tips, please read page 2 of this document.*

Click the GREEN SAVE button to save your new password.

Always keep your passwords private and secure!

## **Password Creation Tips**

### ***From Digital Health/Shared Health***

As part of our continuing efforts to improve the security of Manitoba's health-system information, Digital Health is implementing enhanced password requirements for all users of the NTDWRHA network domain for provincial systems such as eChart, EPR and Remedy. (NRHA email will be affected also)

PLEASE NOTE: Passwords used to access applications based in Southern Health - Santé Sud, Prairie Mountain Health, Interlake-Eastern Regional Health Authority and Northern Health Region already will be unaffected.

When your password expires (which occurs 90 days from your last password change), you will be required to enter a new password that meets the following criteria:

- Is at least 8 characters long (we encourage you to choose longer passwords whenever possible)
- Contains three of the following four attributes:
  - uppercase characters (e.g. A-Z)
  - lowercase alphabetic characters (e.g. a-z)
  - numerical character (e.g. 0-9)
  - special character (e.g. ~!@#\$%^&\*()\_-=)

Your password should:

- Use phrases (e.g. Aqu1ckbrownfox)
- NOT spell a word or series of words that can be found in a standard dictionary
- NOT spell a word with a number added to the beginning and the end (Spring2019, Winnipeg19 are poor passwords and easily guessed)
- Not be based on any personal information such as user id, family name, pet, birthday, etc.

For more information on choosing a strong password, please visit:

<https://home.sharedhealthmb.ca/security/>.

Having trouble changing your password?

If you are having trouble changing your password, please contact the Service Desk at: 204-940-8520 or 1-866-999-9698 or [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca).