

GAEC INSTALLATION MANUAL

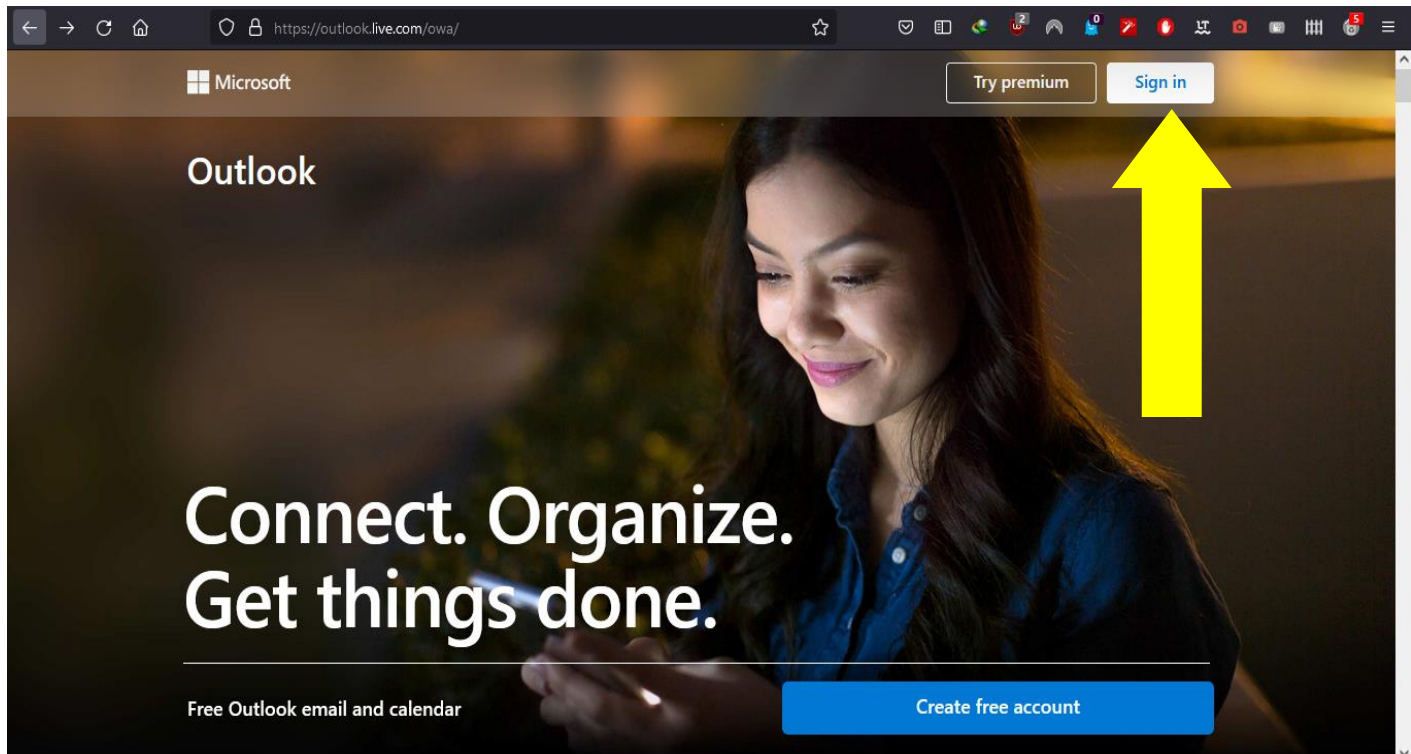


HOW TO ACCESS YOUR E-MAIL ON MICROSOFT OUTLOOK ONLINE

DIRECTIONS FOR ACCESSING YOUR EMAIL ON MICROSOFT ONLINE

You can access your Outlook email, calendar, and files from any device through outlook.live.com. In addition, outlook.live.com allows you to have the same functionality in a browser as in the Outlook app installed on your computer.

Step 1: Go to <https://outlook.live.com/owa/> and click the "Sign in" button on the top right-hand side of the page.

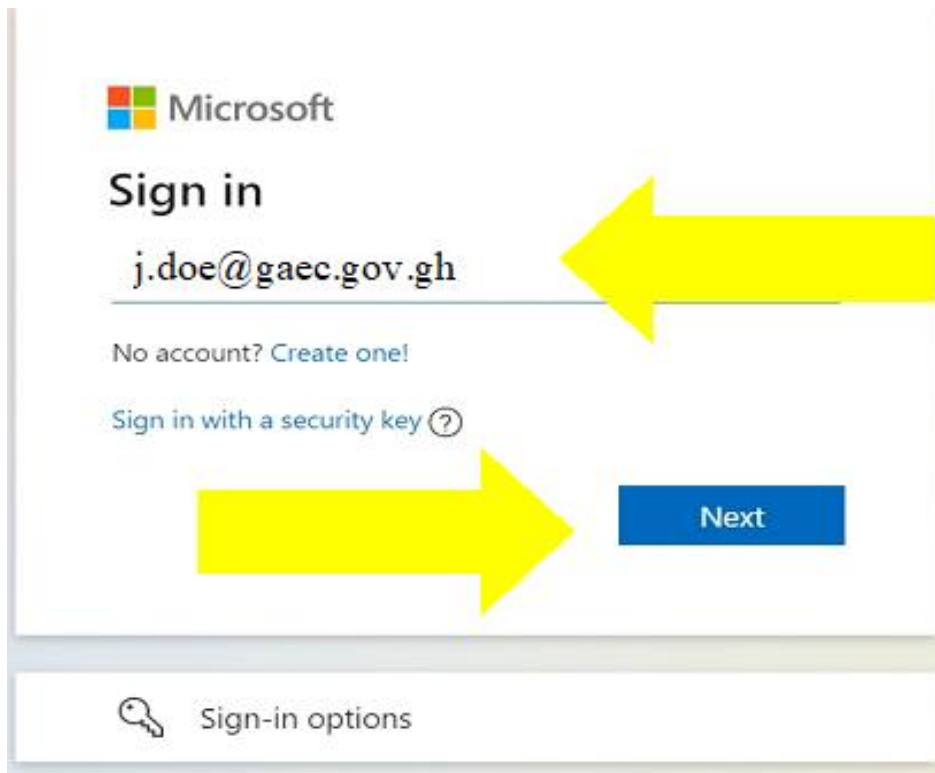


Step 2: On the next screen, type in your GAEC email address. Workers' email will be:

First letter of firstname.lastname@gaec.gov.gh. After you type in your email, click the next button.

NOTE: For first time users, the email will follow the following format:

First letter of firstname.lastname@gaec.gov.gh. For example: If your name is **John Doe**, your email will be j.doe@gaec.gov.gh.



Step 3: Enter your password for your GAEC email and click next. If you have set up Authenticator, you will be asked to approve your login.

NOTE: A default password for signing into your account is: **TBD**

You can create new emails by clicking the "New message" button on the top left of the screen.

