

EMAT EMAIL LOGIN E-LEARNING MODULE

Log into email by going to <https://owa.sunnybrook.ca> (please bookmark on mobile devices to check email easily)

Enter your USER NAME and the temporary password provided
(DO NOT USE YOUR EMAIL ADDRESS)



Microsoft®
Outlook® Web App

Security ([show explanation](#))

- ☒ This is a public or shared computer
- ☐ This is a private computer
- ☐ Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange
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SSL Certificate

Enter new user name and the temporary password again and then create your new password. Your new password must consist of 1 capital letter, 1 number, minimum of 8 characters and CANNOT be the same as your last 10 passwords



Microsoft®
Outlook® Web App

Change Password

Your password has expired and you need to change it before you sign in to Outlook Web App.

User name:

Current password:

New password:

Confirm new password:

[Submit](#)

Connected to Microsoft Exchange
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ALL Sunnybrook Passwords expire every 90 days.

Passwords must be changed on computers (PC or Macs) ONLY; not on mobile devices.

Everyone must set up a profile on myPassword.

Create your myPassword profile for when you forget your password or require a reset.

Once you've changed your password, you must re-enter your new password on all platforms saved on mobile devices.

How to set up your profile

Go to <https://sbmypassword.sunnybrook.ca>

The myPassword Self-Service page will appear. Select the link to **Edit my Profile**.



FIRST TIME USERS – click on "Edit my Profile" to create your Password Reset Profile.

Change my Password

Change your password if you know your current password

Unlock my Account

Unlock your account if you remember your password

Reset my Password

Reset your password if you don't know your current password

Edit my Profile

Edit the questions and answers in your Password Reset Profile

You will be prompted to login with your EMAT EMAIL credentials (username and password)

If you experience difficulties, please contact CONNIE GIORDANO @ connie.giordano@sunnybrook.ca or 416-849-2452. DO NOT CONTACT SUNNYBROOK HELP DESK.



FIRST TIME USERS – click on “Edit my Profile” to create your Password Reset Profile.

**Enter your user name and password
to edit your password profile**

Logon Information

User Name:

Password:

Domain:

Logon

You will automatically be returned to Main Menu after 1:00 of inactivity

Inactivity Counter: 1:00

Return to Main Menu now

Fill in your security questions and answers.

****Please write down your password answers for the security questions for future reference.****



FIRST TIME USERS – click on “Edit my Profile” to create your Password Reset Profile.

Answer these questions to complete your profile

Answers to all questions are required

Select a Question from the list.
Question: <input type="text" value="What was your childhood nickname?"/>
Answer: <input type="text"/>
Select a Question from the list.
Question: <input type="text" value="In what city did you meet your spouse/significant other?"/>
Answer: <input type="text"/>
Select a Question from the list.
Question: <input type="text" value="What is the name of your favorite childhood friend?"/>
Answer: <input type="text"/>
Enter your own Question.

Update

You will automatically be returned to Main Menu after 1:00 of inactivity

Inactivity Counter: 0:59

Return to Main Menu now

Select the **Update** button at the bottom of the page when done. You will be returned to the logon window.

Your **myPassword** profile is now set up and can be used any time your account is locked, you forgot your password or you want to change it. Simply use any computer (not mobile devices) connected to the Internet to visit [myPassword](#) to fix any of these password problems instantly.

From outside of Sunnybrook access <https://sbmypassword.sunnybrook.ca>