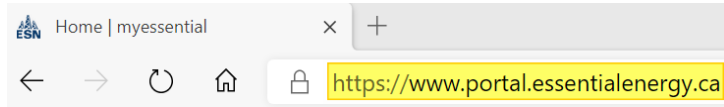


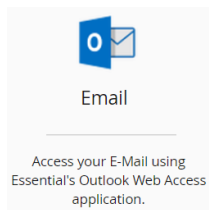
Essential Energy – Outlook Webmail

How to log into Essential Energy Outlook Webmail

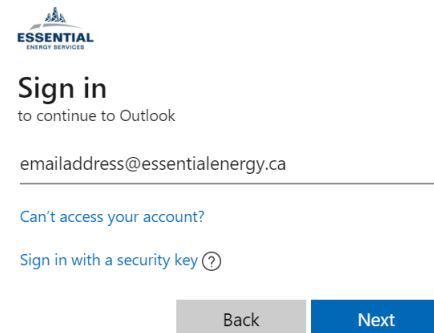
- 1) Open any web browser – Google Chrome, Internet Explorer, Microsoft Edge.
- 2) Type <https://portal.essentialenergy.ca> in the web browser's address bar and click Enter.



- 3) Click the **Email** icon.



- 4) Enter your company email address. Click **Next**.



- 5) Click **No** to the Stay signed in? page.



Two Factor Authentication Users: For those users who have two-factor-authentication enabled, you will need to enter a text verification code to Log On.

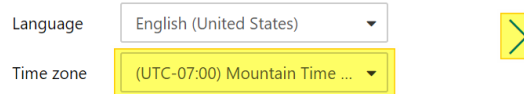
- 6) If you haven't logged into Outlook webmail before, you will be presented with a welcome screen.

Click the > arrow to continue.



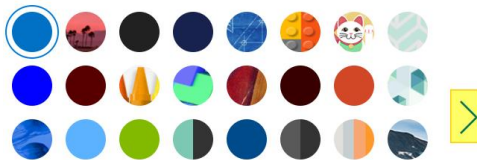
- 7) Change the Time Zone accordingly and click the > arrow to continue.

First, we need to set up a few things



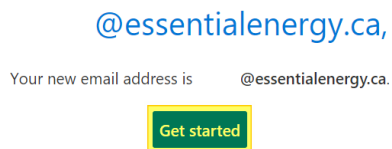
- 8) Click the > arrow to choose the default theme.

Choose a theme



You have successfully logged into Citrix. If you still need assistance, please email ithelp@essentialenergy.ca

- 9) Click **Get started** to complete the setup.



You have successfully logged into Essential Energy's webmail. If you still need assistance, please email ithelp@essentialenergy.ca