

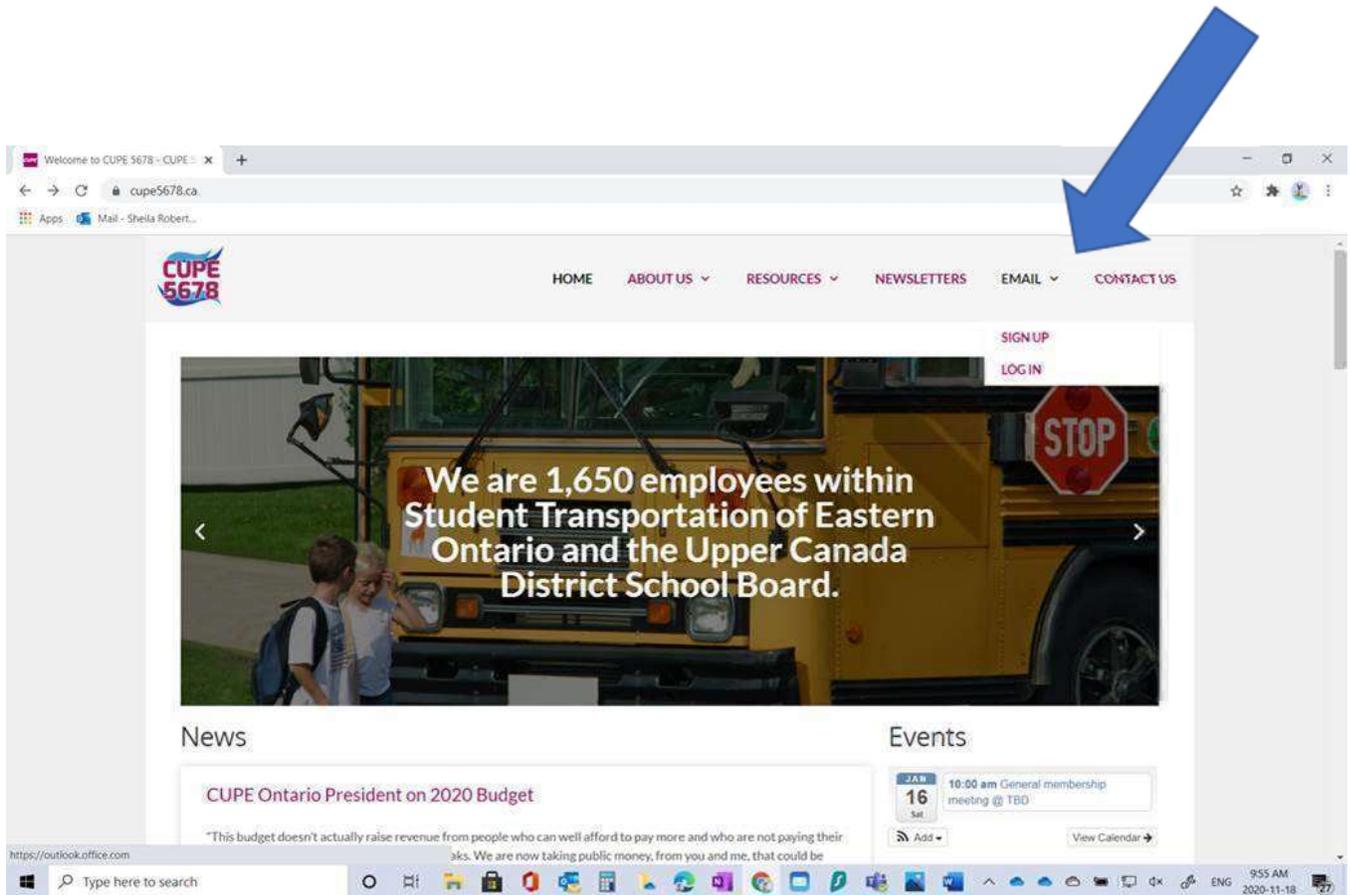
If you are having difficulty setting up your CUPE email, please email info@cupe5678.ca or call the CUPE office 613-342-0434 / 1-877-342-CUPE(2873)

Your email address is firstname.lastname@cupe5678.ca

If you had a previous CUPE email, you need to delete it before you try to follow these instructions if you had it set up on a device.

We have a new email provider, thus the set up and accessing CUPE email is now different and needs to be set up. Passwords were sent to personal emails on file. If you do not have this, you need to request a password reset (either when you are trying to sign in or by contacting info@cupe5678.ca with a personal email address) before proceeding.

If you are getting a CUPE email for the first time (you did not have a previous CUPE email) you will need to complete and submit the form found on our website www.cupe5678.ca

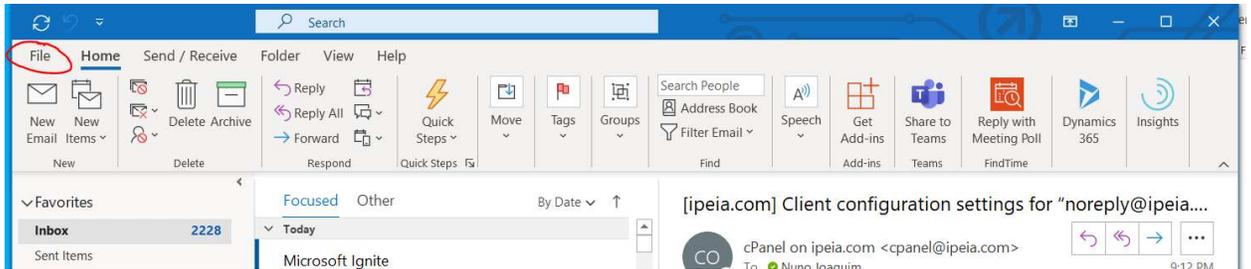


Instructions are for setting up the CUPE email on Outlook.

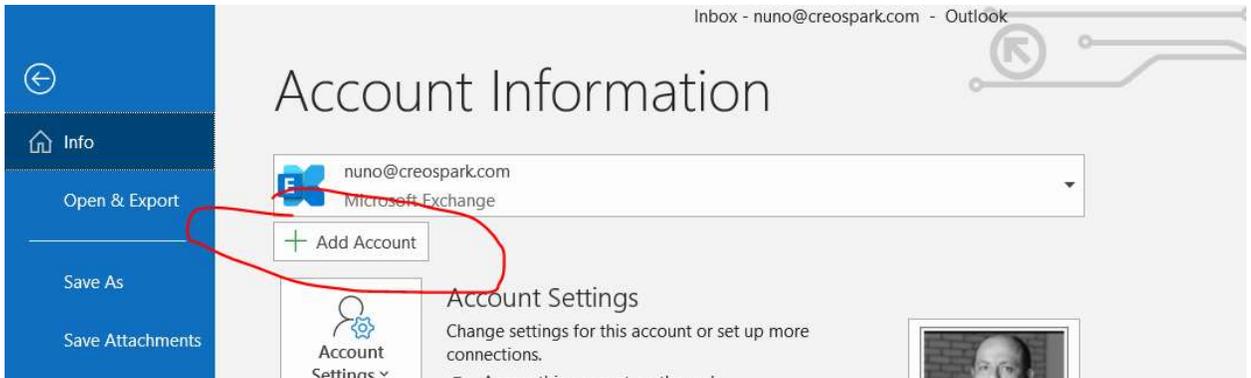
If you are trying to set up your CUPE email using your UCDSB device, this will not work for you as it is the employer Microsoft Office Account and has restrictions.

Open Outlook

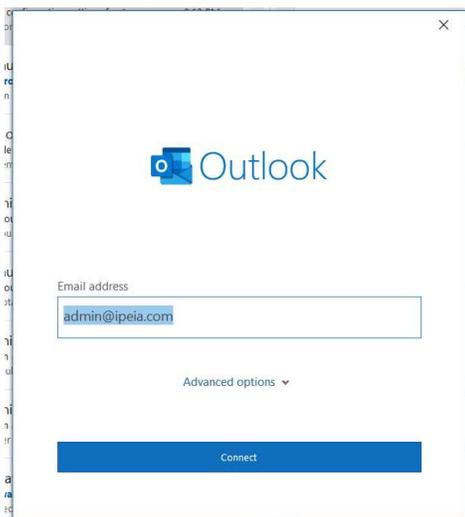
Click on File



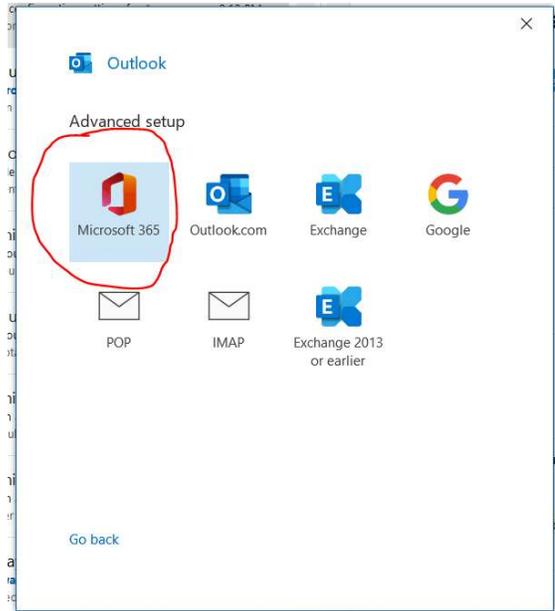
Click Add Account



Enter Your email address and click Connect



Select Microsoft 365

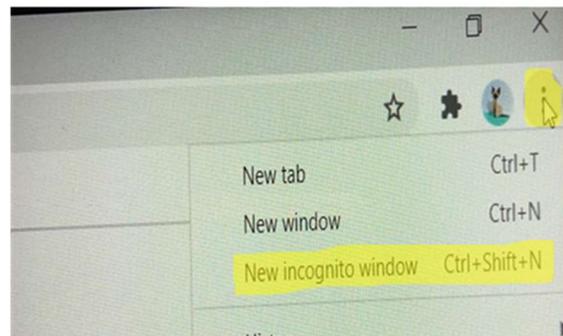
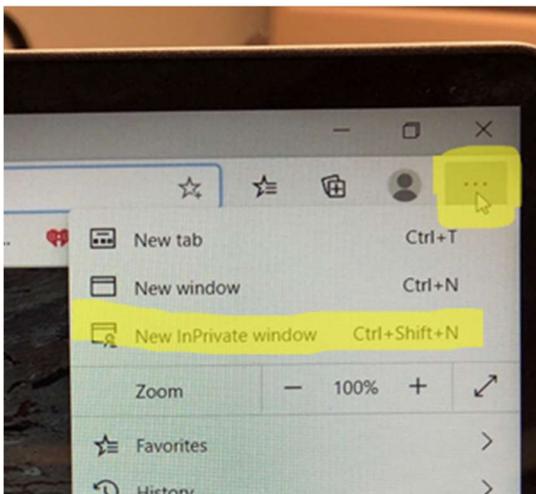


Enter your email address again
Enter your password

You can also log into your CUPE email at www.office.com.

However, if you are on your UCDSB device, you will need to do this in a new window / incognito because the device is your UCDSB device.

Depending on your browser, it will look like this when you open a web browser.

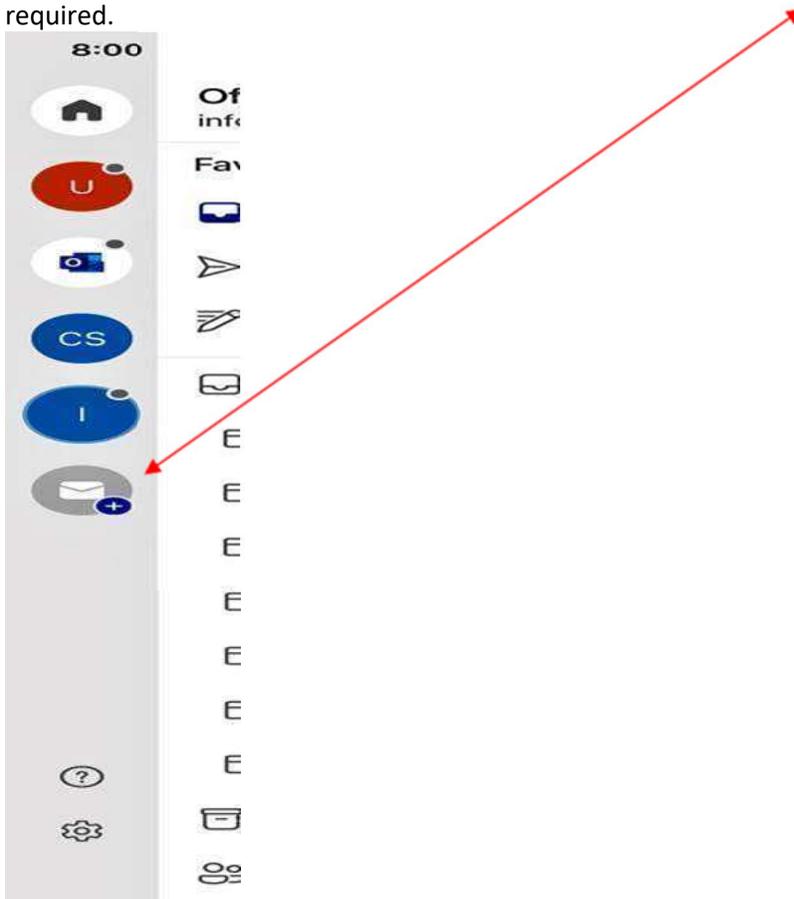


If you are setting up the CUPE email on your phone:

If you are using the outlook app



On the left hand side, there is an envelop with a plus sign / Add email account and select Office 365 if required.



If you are using the default mail app on your phone



Settings > MAIL > Accounts >ADD ACCOUNT
You will need to select Microsoft Exchange