Seneca Outlook Email

Version 5

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Microsoft Office 365 provides College employees with email, calendar, and contacts. For full-time employees, your supervisor will contact the Help Desk to set up your account. For part-time employees, your account will be set up automatically when your initial part-time contract is created by the department. You will have to share your personal email address with the department to ensure that you receive an email with your Seneca email address and password.

Once your profile has been created, you will receive an email with your account ID, temporary password, and instructions on how to activate your account. You will be asked to update your password when you first log in.

All Seneca employee e-mail addresses take the format of **firstname.lastname@senecapolytechnic.ca**. Correspondence with College students and employees should only be from their Seneca account.

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tags : itas, new-faculty, outlook-email