

Q: What is my email address?

A: Most Aspirus emails are set up as follows: first.last@aspirus.org Check the bottom of your login credential sheet for your email address.

Q: How do I access my Aspirus email?

A: When you are onsite, you may find Outlook on the Web on the Aspirus Intranet. Check under “Work Tools & Resources” then find Outlook in the Web under “Applications & Tools.” You may be prompted to enter your Enterprise ID and password again, check your email and reply as needed. You may also access it through <https://mail.aspirus.org>.

Q: I work at a desk all day; do I still use Outlook on the Web?

A: If you work at a desktop computer, you should have access to Microsoft Office and then use the desktop version of Outlook. If you are unable to get it set up, please call the IT Service desk at 715-847-2300.