

Employee Email

As a conference employee you will be assigned an outlook email address, which you will be responsible to check and respond to on a daily basis. All conference communication will be sent to this email. Please refrain from using your personal email when communicating information related to your job responsibilities.

Accessing your email:

1. Go to the sign in page: <https://outlook.live.com/owa/?ref=O365.Help>
2. Hit the sign in button top right corner
3. This will take you to the sign in page. Type in your new Nevada-Utah Conference email address. First initial of first name, last name @nevadautah.org (eg: Bob Larry blarry@nevadadutah.org). Your address is not case sensitive.
4. This will take you to the password page. Type your password and hit enter.

Your temporary password is NVUT.nc.2021! Change this immediately!

Changing your password:

1. Top right hand corner you will see your initials. Click on that.
2. Choose my account
3. Choose security & Privacy
4. Click on Password

If you encounter any problems please contact Michelle Ward at mward@nevadautah.org

Conference Calendar

The Conference calendar is a tool all ministries and department use to communicate their events. Please check the calendar before scheduling local events.

Accessing the Conference Calendar:

1. Once you are logged into your outlook email account, click on the three line at the top left corner
2. Click on the calendar icon at the bottom left corner of the screen.
3. Select Add Calendar
4. Hit add from Directory
5. Type in office calendar and hit add
6. The calendar will show on your left