

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Sultan Qaboos Comprehensive
Cancer Care and Research Centre*



مركز السلطان قابوس المتكامل
لعلاج ومجوث أمراض السرطان

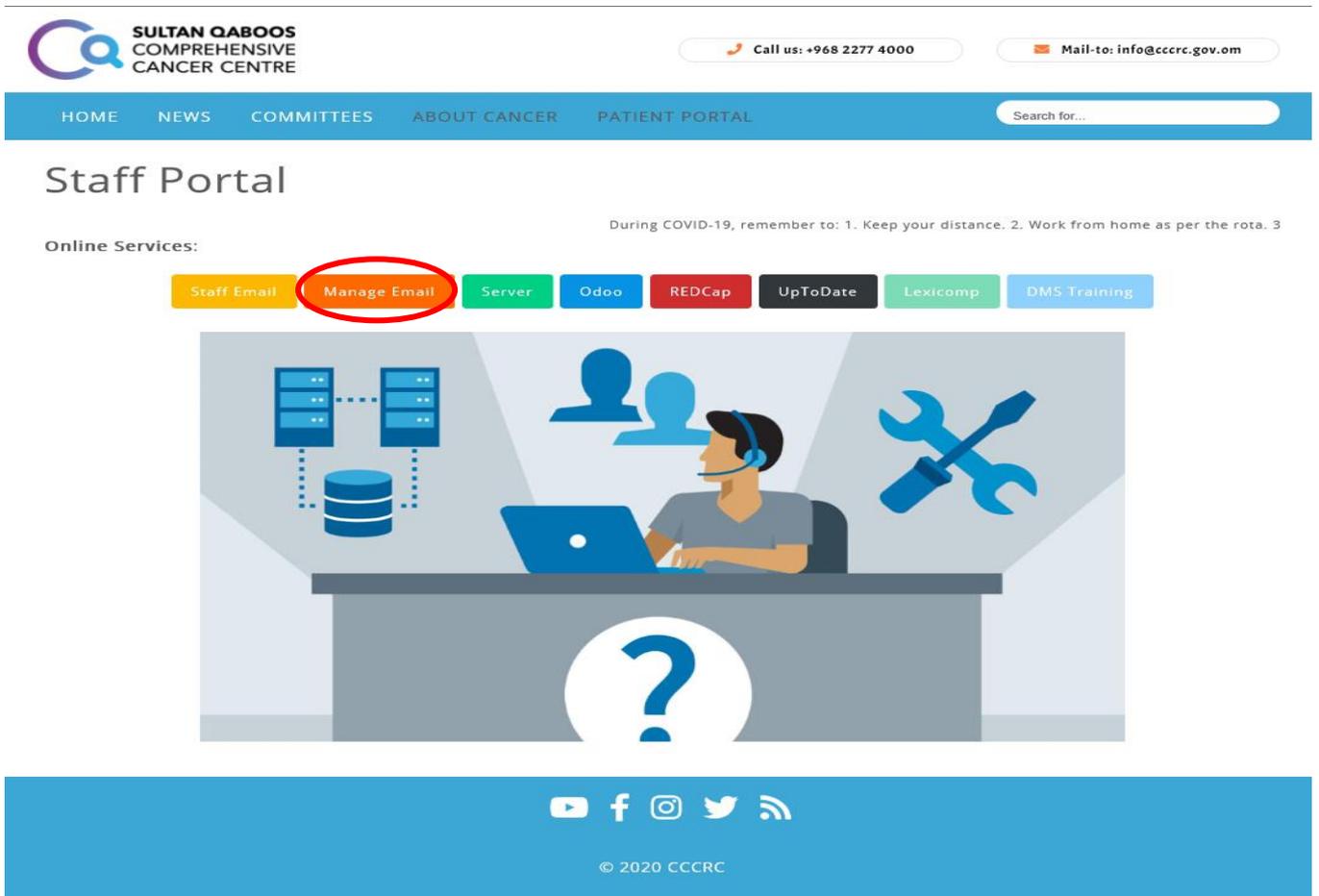
User Guide in Accessing and Managing SQCCC Email

Table of Contents

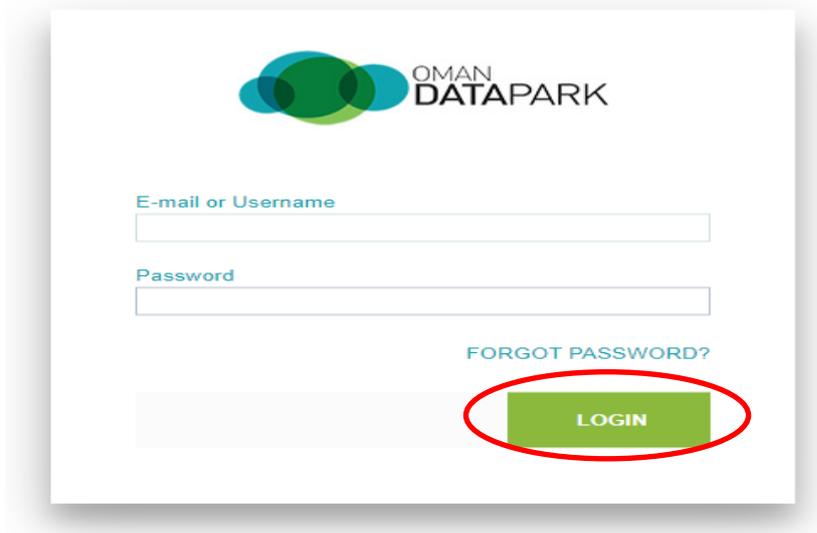
Topic	Page Number
I. Changing Staff Email Password	1 – 4
II. Opening/Accessing Staff Email	5 – 6

Changing Staff Email Password:

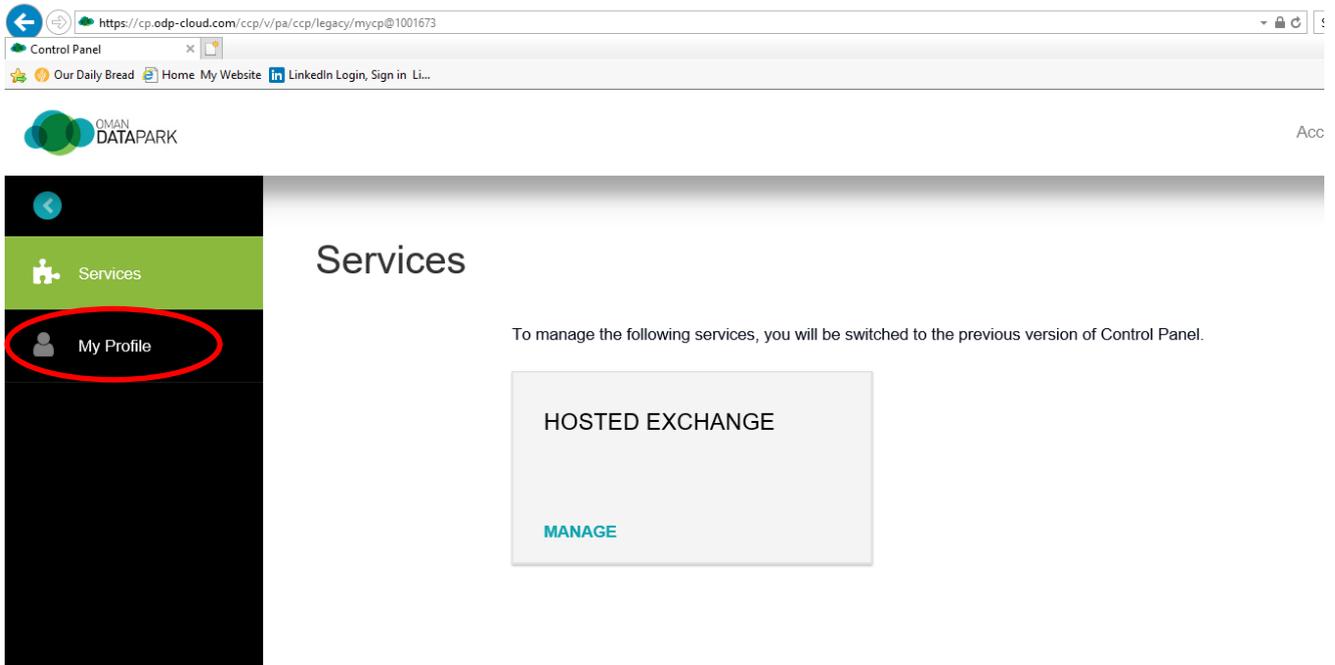
1. Go to SQCCC's Staff Portal - <https://ccrc.gov.om/staffportal>
2. Click **Manage Email**.



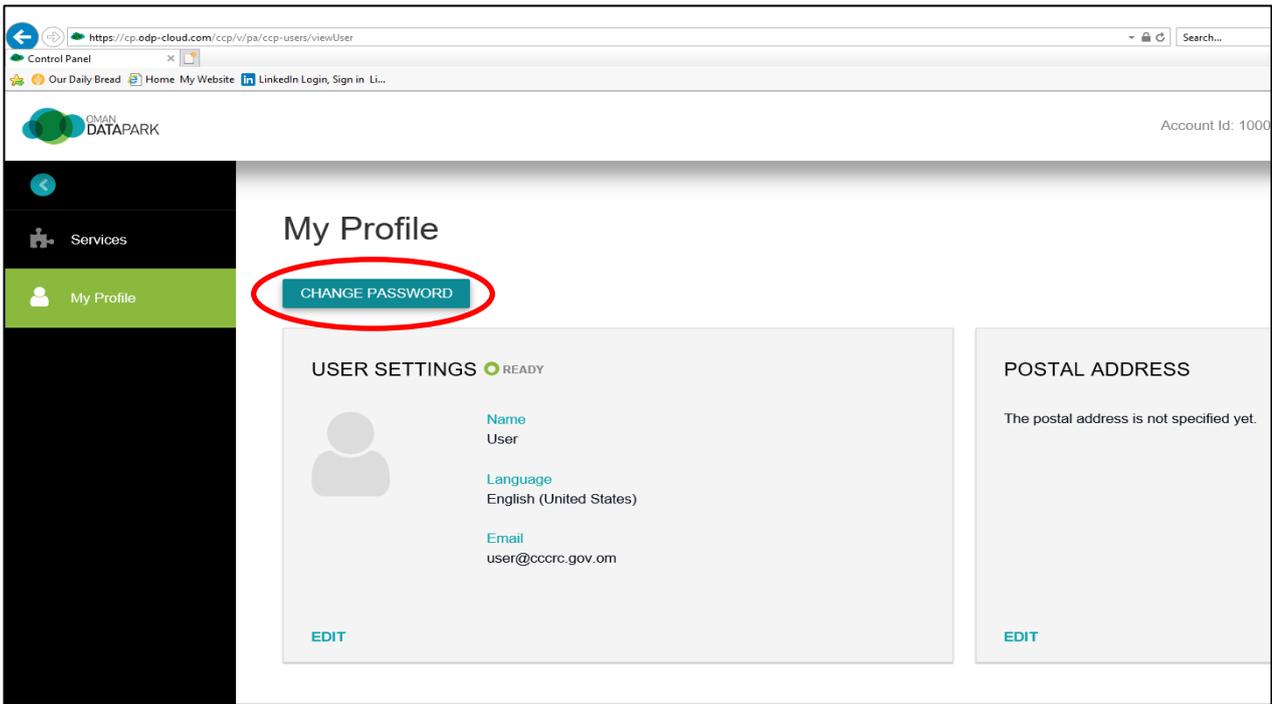
3. Enter email address and temporary password. Click **LOGIN** button.



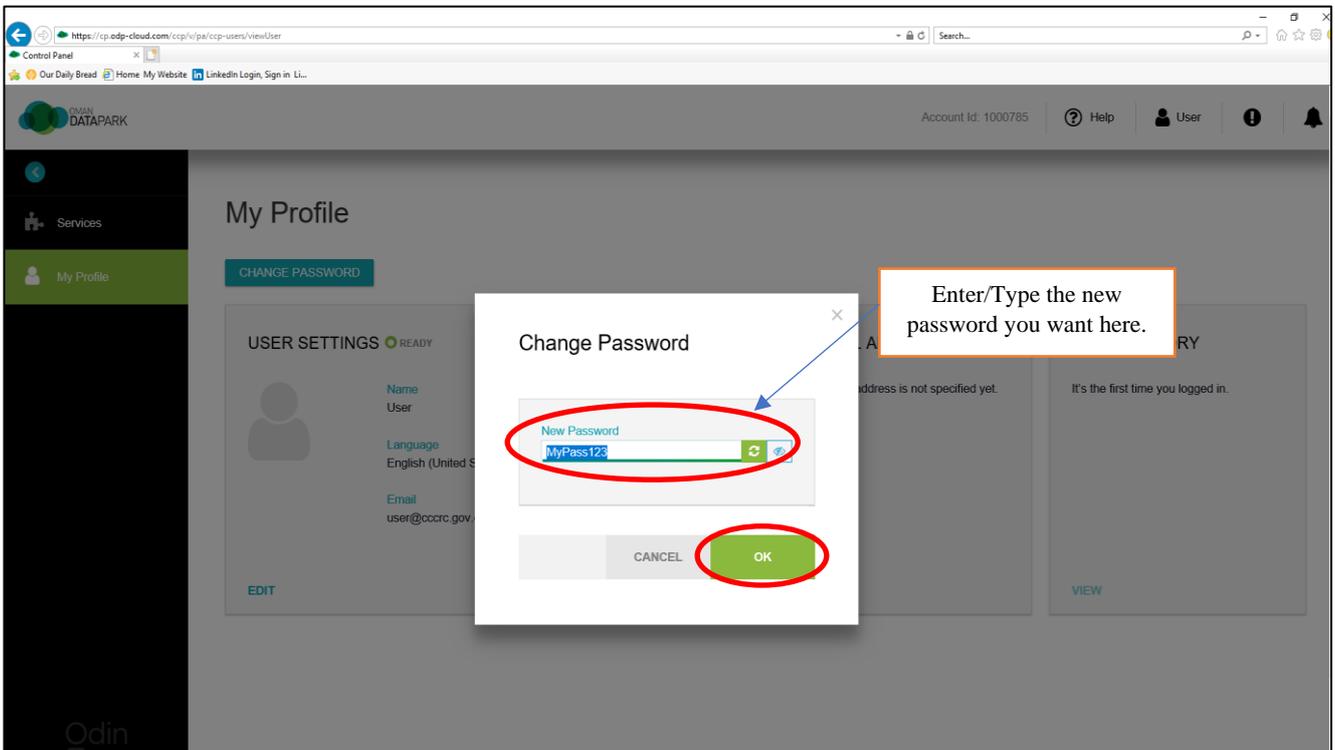
4. In this page, click **My Profile** on the left-hand side.



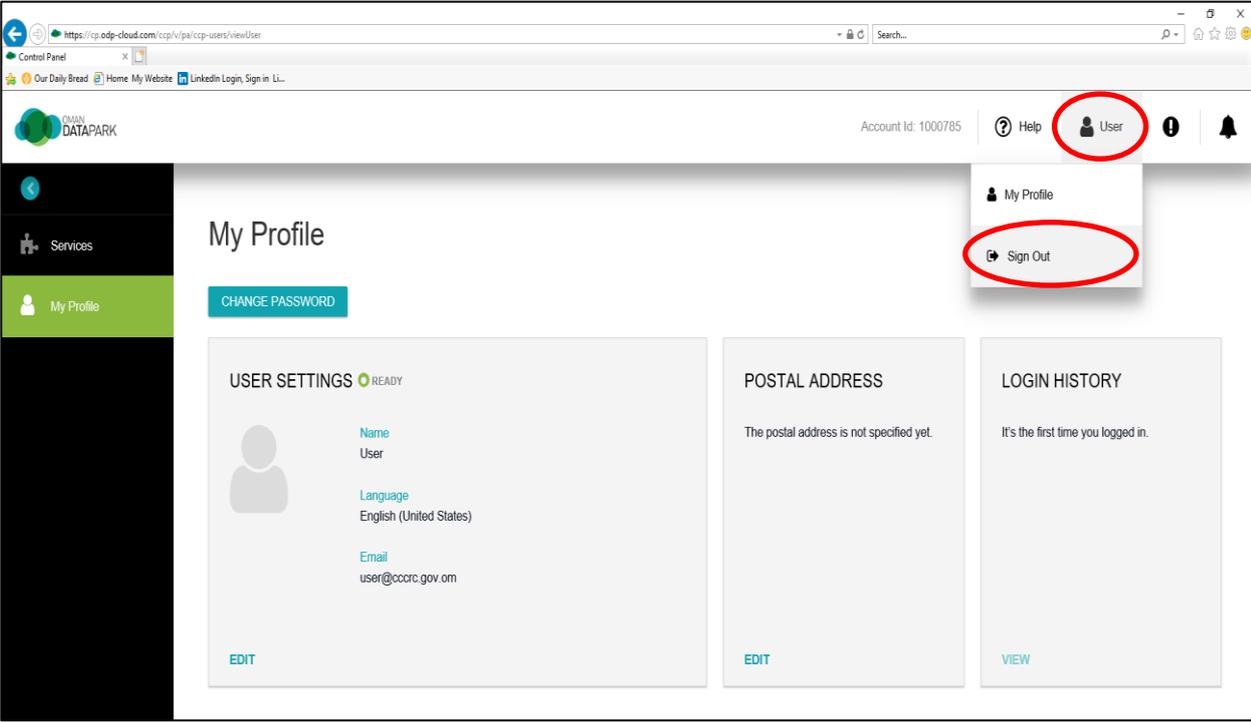
5. Click **CHANGE PASSWORD** button.



6. A dialogue box will appear. Enter/Type the new password you want. Please note that your password should be a strong password (containing special characters, number and small and capital letters). Then click **OK** button.



7. Click the icon with your name and in the dropdown list, choose and click **Sign Out**.



Opening/Accessing Staff Email:

1. Go to SQCCC's Staff Portal - <https://ccrc.gov.om/staffportal>
2. Click **Staff Email**.

The screenshot shows the Staff Portal website. At the top left is the logo for Sultan Qaboos Comprehensive Cancer Centre. To the right are contact details: "Call us: +968 2277 4000" and "Mail-to: info@ccrc.gov.om". A navigation bar contains links for HOME, NEWS, COMMITTEES, ABOUT CANCER, and PATIENT PORTAL, along with a search bar. The main heading is "Staff Portal". Below it, a COVID-19 reminder states: "During COVID-19, remember to: 1. Keep your distance. 2. Work from home as per the rota. 3". Under "Online Services:", a row of buttons includes "Staff Email" (highlighted with a red circle), "Manage Email", "Server", "Odoo", "REDCap", "UpToDate", "Lexicomp", and "DMS Training". Below the buttons is an illustration of a person at a desk with a laptop, a large question mark, and icons for servers, people, and tools. At the bottom, there are social media icons for YouTube, Facebook, Instagram, Twitter, and RSS, and a copyright notice "© 2020 CCRC".

3. Enter/Type your Email address and password, then click **sign in**.

The screenshot shows the Outlook Web App login page. On the left is a blue vertical bar with the Outlook logo. The main area is white and contains the text "Outlook® Web App". Below this are two input fields: "Email address:" and "Password:". At the bottom, a "sign in" button with a right-pointing arrow is circled in red.

4. This is the page where you can manage your emails.

