

Accessing Email

Accessing email before Networking Specialists can get to you and setup outlook

- Open Public Files (P:) drive
- Open "OEmail Access" folder
- Open "user list" and check your user name (it may be different-use what is in the right column. Caps do not matter, but everything else does)
- After user name is located, go back to OEmail Access folder and click "Email"
- When browser opens, type in user name (accessed from user name list) and password used for logging in to computer
 - If you are already logged in with a different account, go to top box and click "sign in to different account"
- Click "next" on screen that says more information is needed
 - If you are on a public computer, such as a nurses station computer, you can click skip setup
- Download "Microsoft Authenticator" from the app store on your personal phone
- Login to Microsoft Authenticator using the same user info from above
- Follow the steps on Microsoft Authenticator until your computer browser shows that authenticator is connected
- You should now be logged in

Outlook

- On the left hand side of your screen is an "Outlook" icon. That will be your email access until further notice.
- Feel free to bookmark the tab or make a shortcut.