

M365

Accessing Outlook On-The-Web and on a mobile device QRG

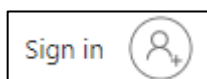
This QRG is designed to show you how to:

1. Install the Outlook App on your mobile device
2. Set up your Monash Health email account on the Outlook Mobile App
3. Log into your Monash Health email account using the Outlook Mobile App

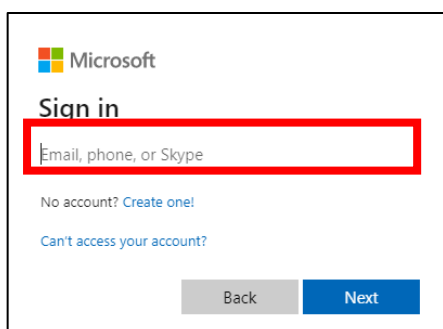
1. Accessing your Monash Health Outlook Account via “Outlook on the Web”

(Note: Ensure you first set up your Microsoft Multi-Authenticator-App)

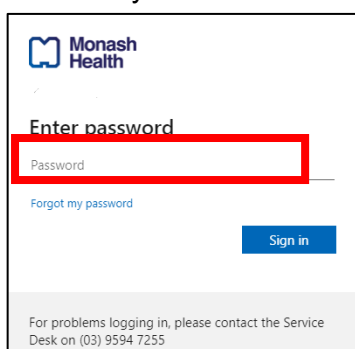
1. Visit <https://www.office.com/> on your preferred web browser.
Note: The recommended web browsers are Microsoft Edge, Google Chrome, or Safari
2. Select the ‘**Sign in**’ button from the top-right corner



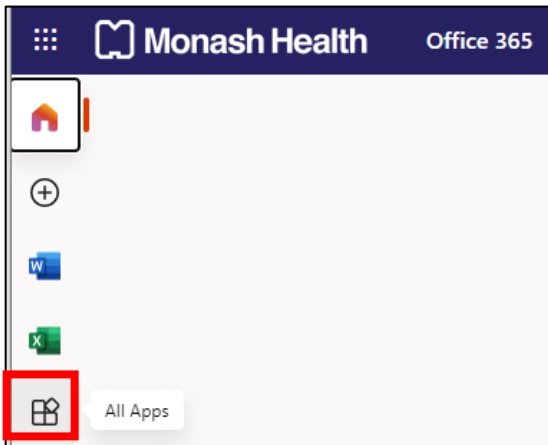
3. Enter your Monash Health email address (**your.name@monashhealth.org**) in the Sign in field, and then click ‘next’



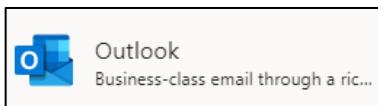
4. Enter your Monash Health password, and then click ‘Sign In’



5. Once logged in, navigate to the left menu bar and select the **Outlook app**. If the outlook app is not visible, select the ‘**All Apps**’ menu



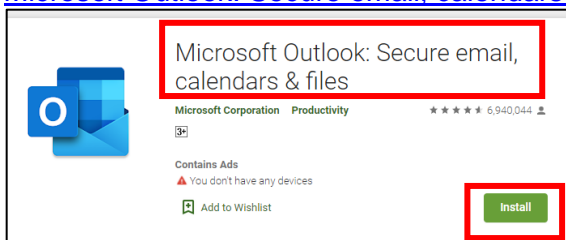
- From the Office 365 all applications menu, select the **Outlook app** and your Outlook account will appear on your screen



2. Installing the Microsoft Outlook App on your mobile device

To use your Monash Health Outlook Account on a mobile device, you will need to install the **Microsoft Outlook mobile application**. You will **not** be able to use your mobile phone's native email client to view your Outlook account. If you are viewing this QRG on your mobile phone, you can use the relevant link belows to **download the Outlook App** to your mobile device

- Google Android.** On your Android device, go to Google Play to [download and install the Microsoft Outlook: Secure email, calendars & files app](#).



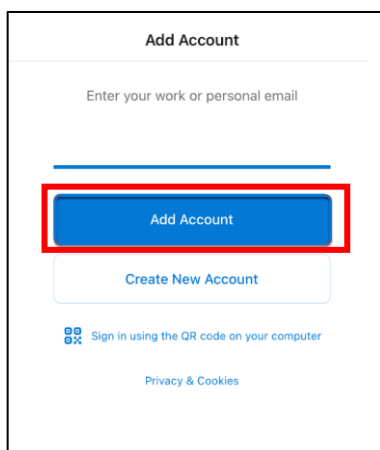
- Apple iOS.** On your Apple iOS device, go to the App Store to [download and install the Microsoft Outlook app](#).



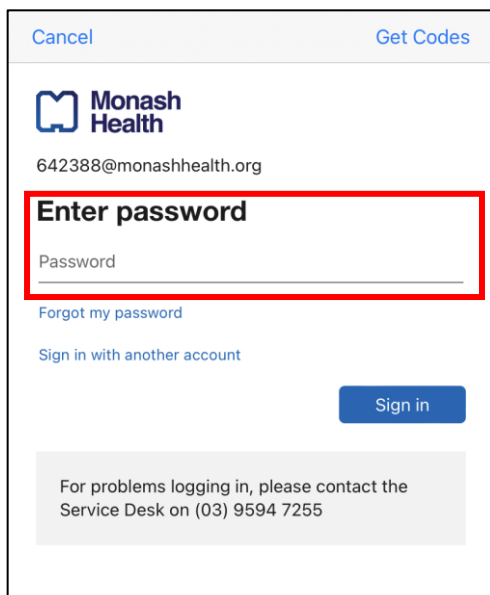
2. Setting up your Monash Health email account on the Outlook Mobile App

Note: Ensure you have already installed and configured the Microsoft Multi-Factor-Authenticator App and installed the Microsoft Outlook App.

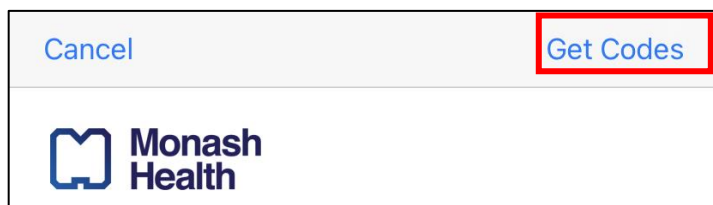
1. Go to the Microsoft Outlook mobile app.
2. You will be prompted with a request to 'Add Account'. Enter your Monash Health email address (your.name@monashhealth.org) into the Email Address field' and then select 'Add Account'



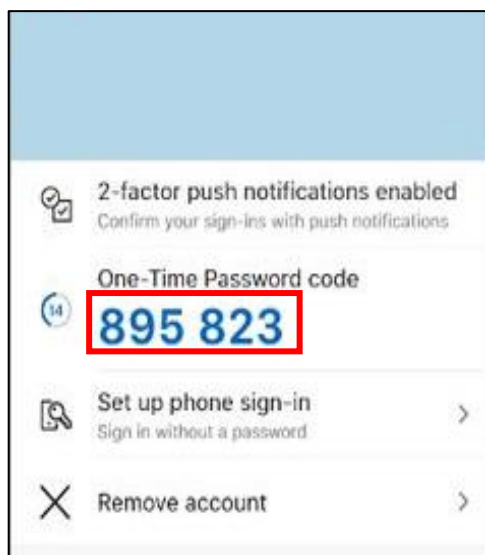
3. You will be prompted to enter your Monash Health password. Enter your password, and then select 'Sign In'



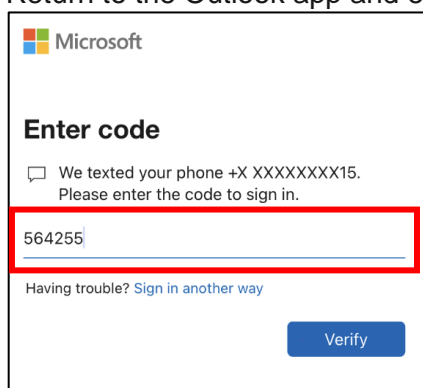
4. A new window will appear with a request to enter a Multi-Factor Authenticator code. Select 'Get Codes'. (Note: the Outlook app will still be open on your device, and you will need to return to the Outlook app to complete the account setup).



- Copy the one-time passcode from the Authenticator app. You can select 'Done' - this will take you back to the Outlook app.



- Return to the Outlook app and enter your unique One-Time Password code.



Your Monash Health email inbox should now be accessible from the Outlook App.

3. How to log into your Monash Health email account using the Outlook Mobile App

- Open your Microsoft Outlook app on your mobile device
- You should be directed to your Monash Health email inbox
- You can navigate between you mail inbox and calendar with the bottom section of the screen, as well as search for either emails or calendar events using the search function.

Further Resources and Guides:

For further information and additional resources on using Outlook, visit <https://support.microsoft.com/en-us/outlook>