

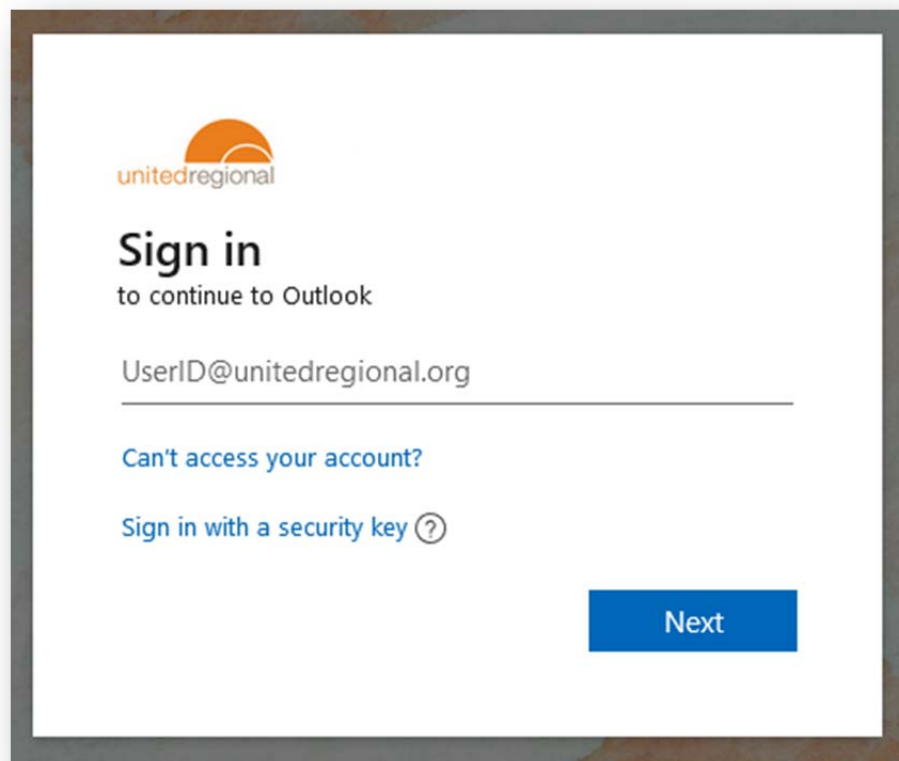
Outlook Web Access Instructions

Contents

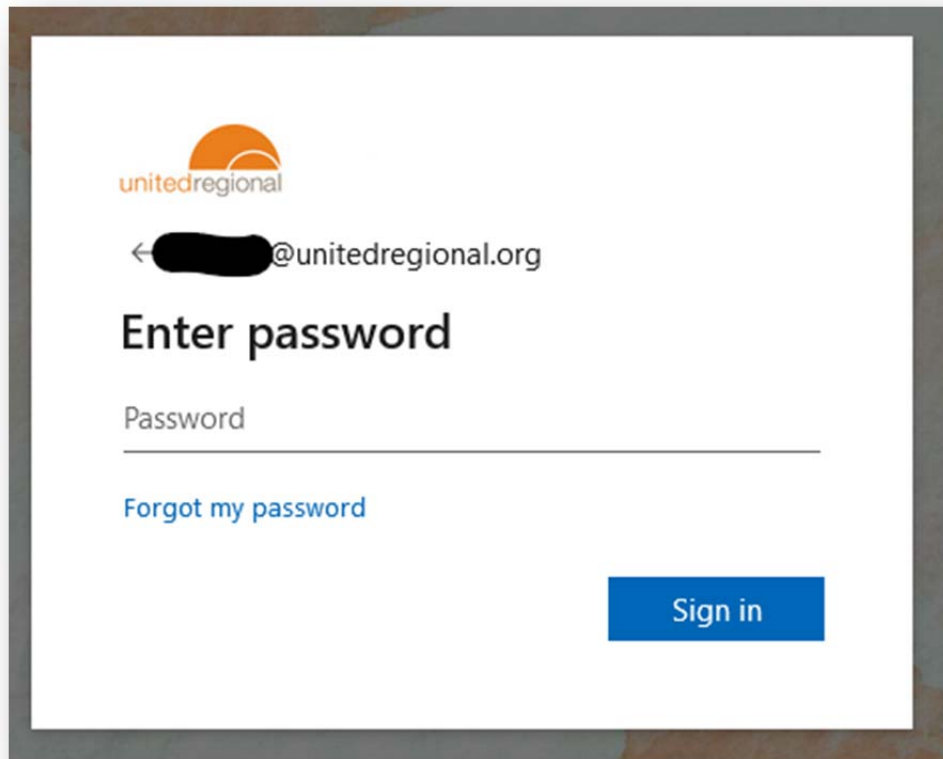
Accessing email from outside the network	1
Add Multiple Options for MFA – <i>High Recommended</i>	5
Accessing and Setting up Multiple MFA Options.....	5

Accessing email from outside the network

1. Open a browser window (Example: Internet Explorer, Google Chrome, Microsoft Edge, etc.)
2. Enter the following URL in the address bar: <https://outlook.office365.com/unitedregional.org>
3. At the login window, enter your UserID (Format: UserID@unitedregional.org) – This will be the same ID you use logging into the computers adding @unitedregional.org.
(Example: dr1234@unitedregional.org or ml1234@unitedregional.org)

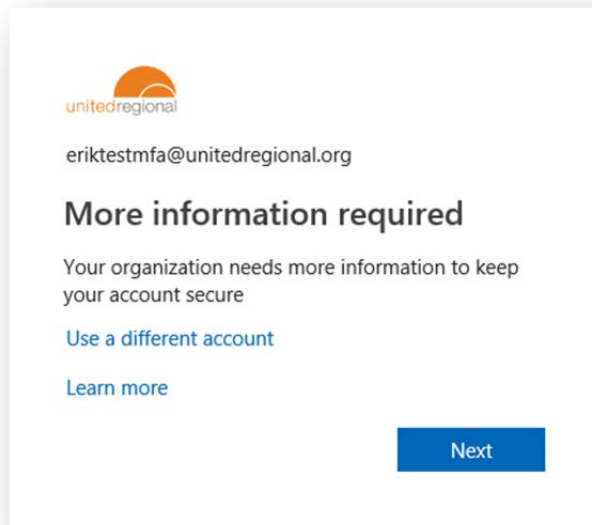


4. Click "Next"
5. Enter your password. Your email password is the **same password** you use for your computer and/or EPIC login.



The screenshot shows a login interface for United Regional. At the top left is the United Regional logo. Below it is a back arrow and a redacted email address followed by '@unitedregional.org'. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Under the input field is a blue link that says 'Forgot my password'. At the bottom right is a blue button with the text 'Sign in'.

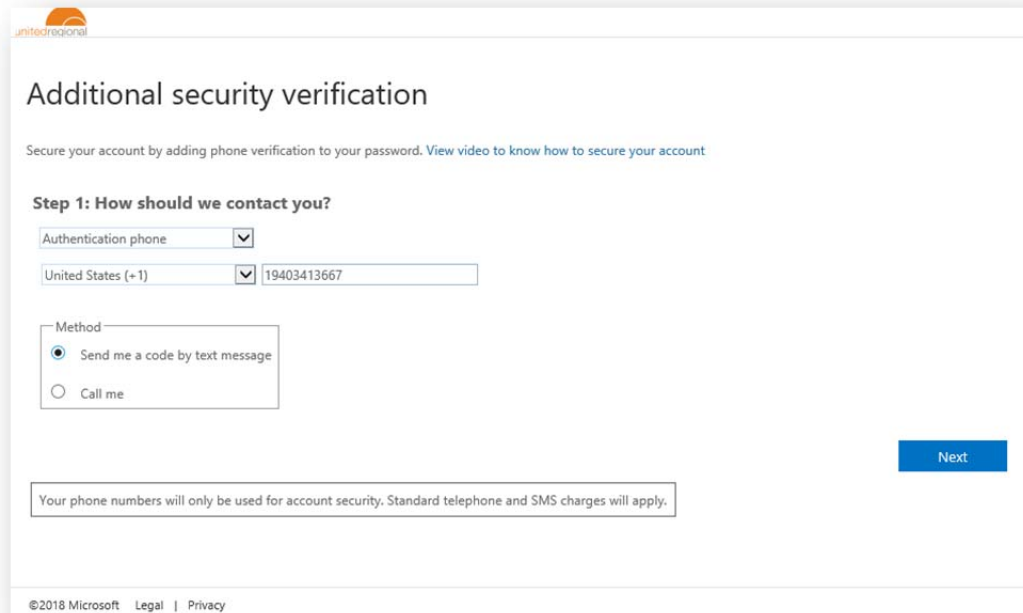
6. Click "Sign in"
7. You will now have to setup Multifactor Authentication (MFA). You will see a message that says "More information required." Click "Next"



The screenshot shows a page titled 'More information required' with the United Regional logo at the top left. Below the logo is the email address 'eriktestmfa@unitedregional.org'. The heading 'More information required' is followed by the text 'Your organization needs more information to keep your account secure'. Below this are two blue links: 'Use a different account' and 'Learn more'. At the bottom right is a blue button with the text 'Next'.

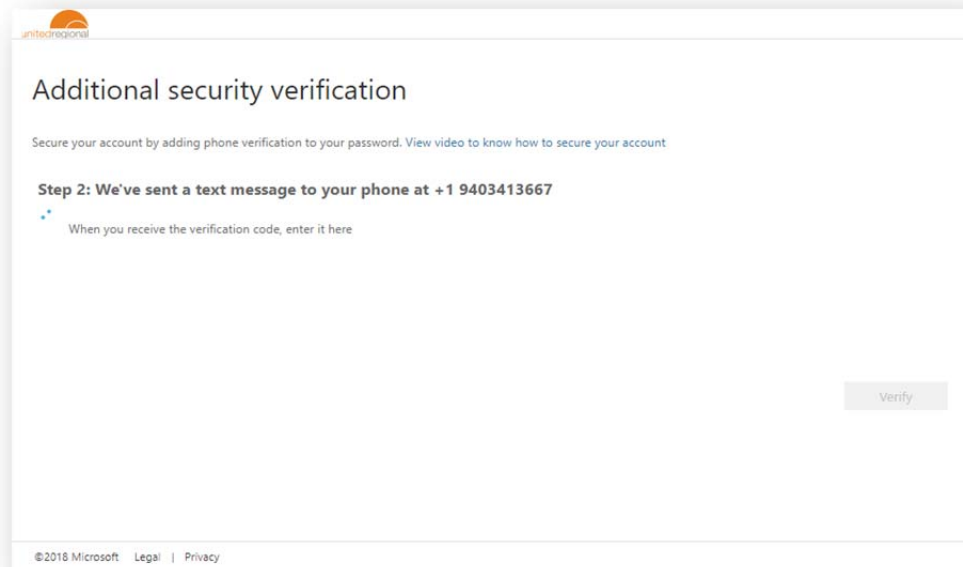
8. This is where you will set your primary security verification. ***Please note that you must have your cell phone with you when completing these steps.***

9. It is highly recommended that you use your cell phone when setting this up. You then choose the preferred method for verification (text message or phone call). Make your preferred verification selections and click “Next.” The application will then text or call you with a verification code. Please be patient, this could take a few minutes to respond.



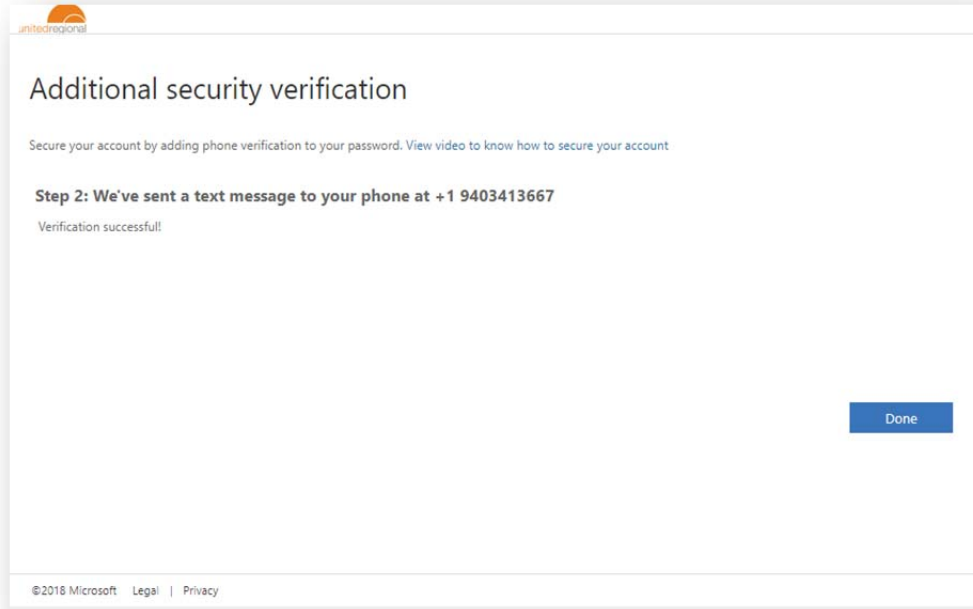
The screenshot shows the 'Additional security verification' page for a United Regional account. The title is 'Additional security verification'. Below it, a subtitle reads: 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. The main heading is 'Step 1: How should we contact you?'. There are three input fields: 'Authentication phone' with a dropdown arrow, 'United States (+1)' with a dropdown arrow, and a text box containing '19403413667'. Below these is a 'Method' section with two radio buttons: 'Send me a code by text message' (selected) and 'Call me'. A blue 'Next' button is on the right. At the bottom, a small box contains the text: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer shows '©2018 Microsoft Legal | Privacy'.

10. When you receive the code on your phone, a box will appear instructing you to enter the verification code. After entering the code, click “Verify.”

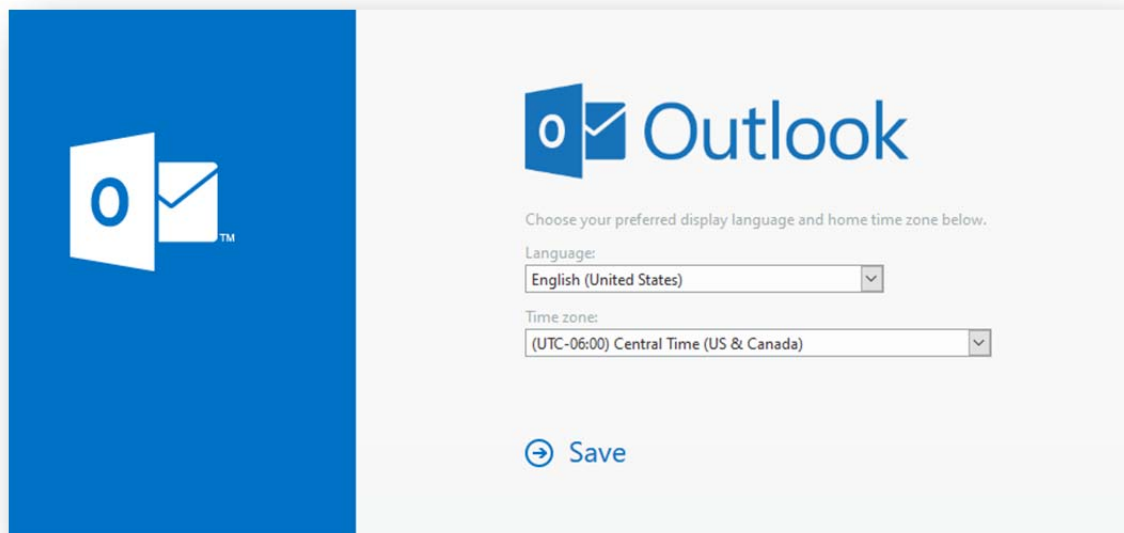


The screenshot shows the 'Additional security verification' page for a United Regional account. The title is 'Additional security verification'. Below it, a subtitle reads: 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. The main heading is 'Step 2: We've sent a text message to your phone at +1 9403413667'. Below this is a small blue star icon and the text 'When you receive the verification code, enter it here'. A large, empty text box for entering the code is in the center. A grey 'Verify' button is on the right. The footer shows '©2018 Microsoft Legal | Privacy'.

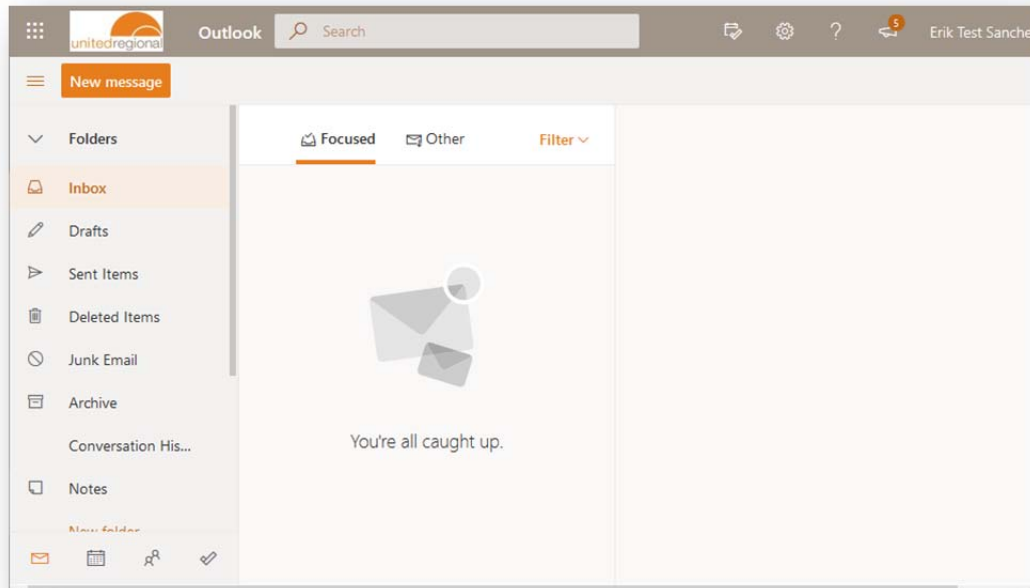
11. You know it is successful when you see the message “Verification successful!” Click “Done” and you will be directed to the portal. **Please note that any time you are not working on a computer on United Regional’s network you will be required to use Multifactor Authentication.**



12. The first time you login to your email outside of United Regional’s network, you will be asked to enter the language preference and time zone (see below). Once the appropriate selections are made, click “Save.”



13. You are now in your mailbox.

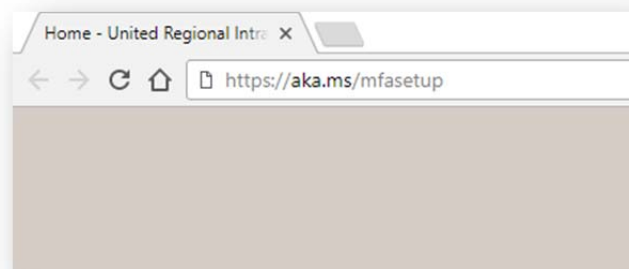


Add Multiple Options for MFA – *Highly Recommended*

Adding multiple ways that you can access your second authentication is important. You may not always have your cell phone with you and may need another way to get into your account. There are four different options, however only 3 are available for usage in our environment. Authentication phone (should be the cell you setup), Office phone (not supported), Alternate authentication phone, and Authenticator app (Microsoft app you can download from the app store).

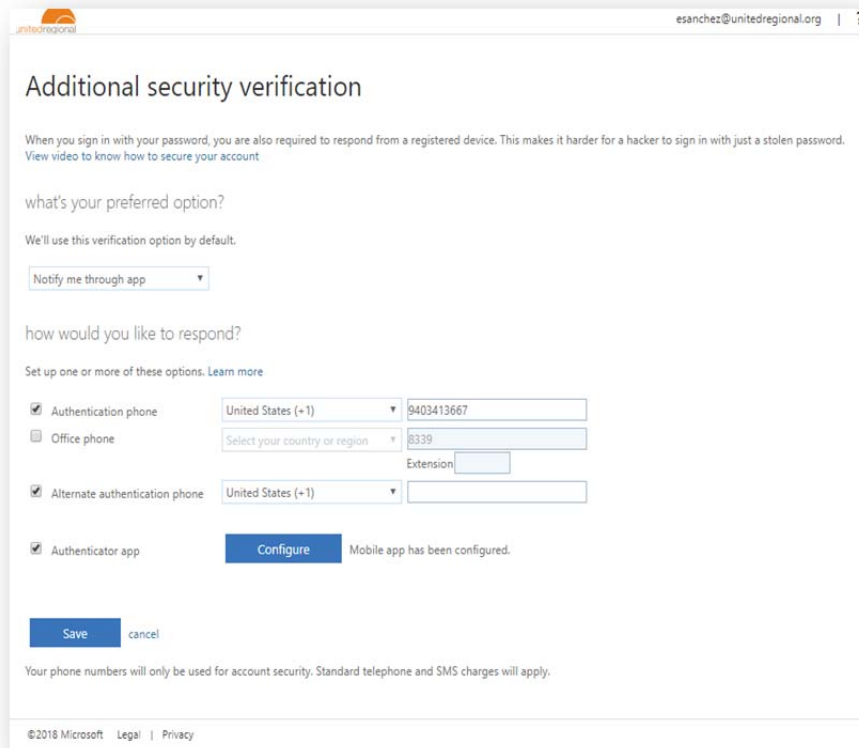
Accessing and Setting up Multiple MFA Options

1. You will need to be logged into your Office 365 portal.
2. Once you verify you are in your portal you need to copy paste the following link into the browser: <https://aka.ms/mfasetup>



3. You are now at your settings page for additional security verification. On this page you can set your default (1st used) from the drop down box and enter other verification options. To use the

authentication app you will need to download it from the app store. After entering your settings, click “Save.” You have now completed your Multifactor Authentication setup.

A screenshot of a web browser window showing the "Additional security verification" setup page for a Microsoft account. The browser's address bar shows "esanchez@unitedregional.org". The page title is "Additional security verification". Below the title, there is a paragraph explaining that users are required to respond from a registered device for security. A link "View video to know how to secure your account" is provided. The section "what's your preferred option?" asks for a default verification method, with a dropdown menu currently set to "Notify me through app". The section "how would you like to respond?" prompts the user to set up one or more options. There are three main options: "Authentication phone" (checked), "Office phone" (unchecked), and "Alternate authentication phone" (checked). The "Authentication phone" option has a dropdown for "United States (+1)" and a text field for the number "9403413667". The "Office phone" option has a dropdown for "Select your country or region" and a text field for the number "8339", with an "Extension" field below it. The "Alternate authentication phone" option has a dropdown for "United States (+1)" and an empty text field. Below these options is a "Configure" button and a message "Mobile app has been configured." At the bottom, there are "Save" and "cancel" buttons. A footer note states "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer also includes "©2018 Microsoft Legal | Privacy".