

How to Access your Office 365 Account from either an Eastern Health or Non-Eastern Health Device

Office 365 is where you can find Outlook email, the employee intranet, the employee portal and other Eastern Health apps that are accessible from work and personal devices.

Please note that certain apps such as Teams, can only be accessed via approved Eastern Health devices.

1. If you are using an Eastern Health device, first make sure the Entrust token has been installed (separate document attached), then follow the steps below.
 - a. You may also be asked to sign in using the Multifactor Authentication process.
2. Those using a non-Eastern Health can start at step 3 below.
3. Open your browser. Chrome is recommended
4. Type www.office.com into the address bar
5. If you have not signed into www.Office.com before, you may get a “let’s get started” screen. **Choose “Sign In.”**

Hi. Let's get started.

① Sign in with your Microsoft account

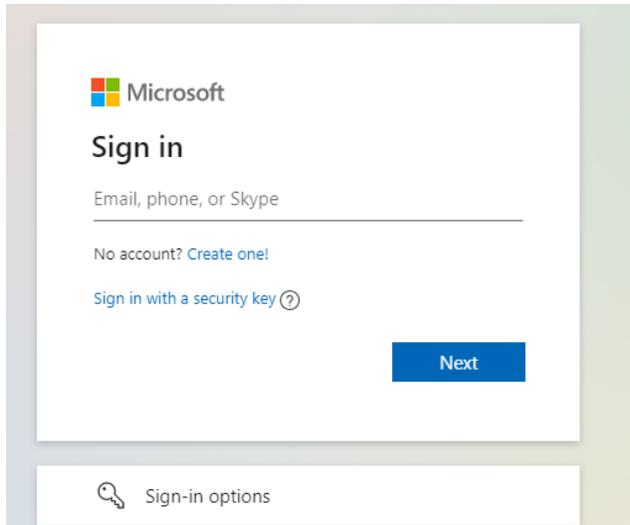


You'll use your Microsoft account for everything you do with Microsoft 365 or Office. If you use a Microsoft service like Outlook.com, OneDrive, Xbox Live, or Skype, you already have an account.

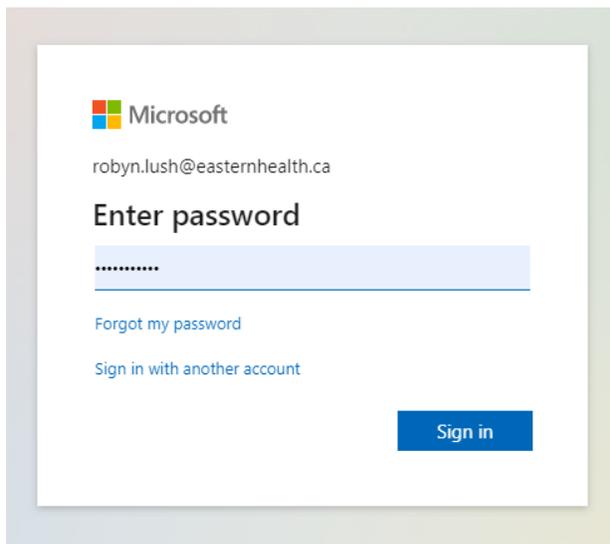
[Sign in](#) [Create a new account](#)

Already entered a product key and looking for your software? [Install from your Microsoft account](#)

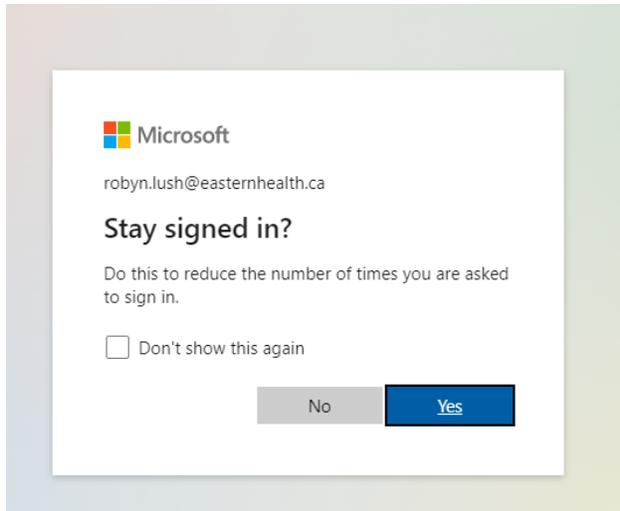
6. To sign in, use your Eastern Health credentials: First.LastName@easternhealth.ca, then click 'next.'



7. Enter your usual Eastern Health password



8. For cyber-security reasons, you should never stay signed-in. Choose "No."



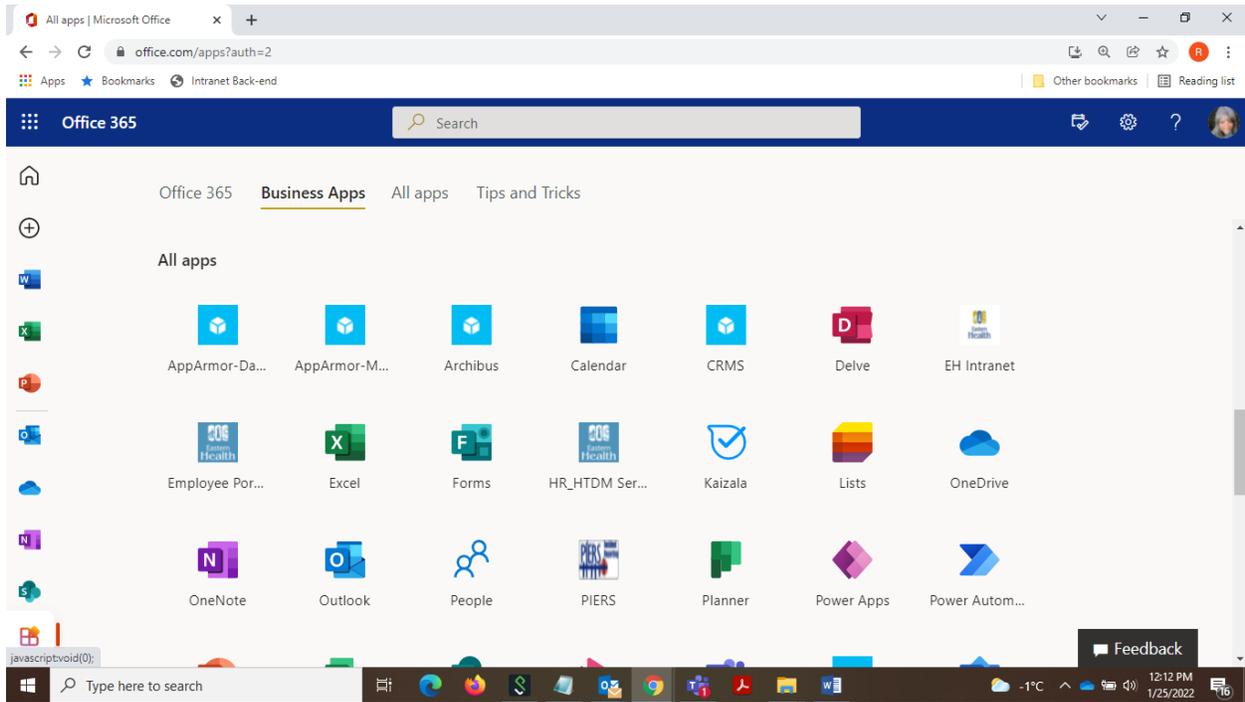
9. Once you sign in, you'll have access to all your files. As well, you'll a list of apps down the left side of the screen. To see all Eastern Health apps, choose the "all apps" icon as below.

☰ Office 365



All Apps

10. To access Eastern Health specific apps, make sure to scroll to the bottom of the page!



11. If you have questions or are experiencing technical difficulties, please contact the HTDM Service Desk at service.desk@easternhealth.ca