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 <u>www.office.com</u> into the address bar
- 5. If you have not signed into <u>www.Office.com</u> before, you may get a "let's get started" screen. **Choose "Sign In."**

Hi. Let's get started.



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

Microsoft	
Sign in	
Email, phone, or Skype	
No account? Create one!	
Sign in with a security key 곗	
	Next

7. Enter your usual Eastern Health password

Microsoft	
robyn.lush@easternhealth.ca	
Enter password	
Forgot my password	
Sign in with another account	
	Sign in
	;;

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

Microsof	t		
robyn.lush@eas	ternhealth.ca		
Stay signe	ed in?		
Do this to reduc to sign in.	e the number	of times y	ou are asked
Don't show	this again		
	No		Yes

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.



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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