# MODERN WORKFORCE Transformation to Office 365

## **External Access to Outlook: Initial Setup**

### Supported devices

iOS: Office for iPad® and iPhone® (including Outlook for iOS) is supported on the two most recent versions of iOS and iPadOS. When a new version of iOS or iPadOS is released, the Office Operating System requirement becomes the two most recent versions: the new version of iOS or iPadOS and the previous version.

Office for Android (including Outlook for Android) can be installed on tablets and phones running any of the supported versions of Android and have an ARM-based or Intel x86 processor. Support will be limited to only the last four major versions of Android.

### Supported iOS versions

Requires iOS 13 or newer release. If a user has an older iOS version, they will need to be updated.

### Unsupported Android versions

ZTE and Huawei Android Devices are NOT compatible with Outlook.

### Requirement

The set up requires use of the Microsoft Edge browser **equires** and a smart phone.

# Important: You will need access to a computer and your mobile device to complete the installation.

These instructions are also available in a video tutorial.

### **External access instructions**

**Note:** Installing/setting up Microsoft Authenticator is a one-time setup. The generated authenticator code will be needed on every Outlook login.

### Install Microsoft Authenticator

On your phone, go to the App Store and search for Microsoft Authenticator 🧿

- 1. Select Get.
- 2. Select Install.
- 3. Select **Open** once the app is downloaded. You may receive a privacy notification. Click **I agree**.



### The following steps must be performed on a computer.

- Open a browser window in Microsoft Edge and enter the following web address (either cut and paste or type in the address): https://aka.ms/mfasetup
  Note: Use Microsoft Edge for this step as other browsers (i.e. Chrome, IE, etc.) may not work.
- 2. When the Microsoft window displays, enter your Children's email address and click Next.



3. Enter your network password and click **Sign in**.

Microsoft
← user.name@childrensmn.org
Enter password
Password
Forgot my password
Sign in

4. A More information required screen displays. Click Next.



5. An **Additional security verification** screen displays. In the **how would you like to respond section**, enter how you would like to receive your verification messages i.e. notified through the app, via text message, etc. This is used in the event you need to verify your identity if your phone is lost or you are unable to access the Authenticator app. In addition, select the **Authenticator App or Token** box. Click **Set up Authenticator app**.

Note: Both Authentication phone and Authenticator app or Token boxes will be selected.

Hicrosoft			childrenshc.org   ?
Additional securit	y verification		
When you sign in with your password, yo View video to know how to secure your	ou are also required to respond from a re account	egistered device. This makes it harder for a ha	cker to sign in with just a stolen password.
what's your preferred option?	>		
We'll use this verification option by defa	ult.		
Notify me through app    Call my authentication phone    *    Text code to my authentication phone	d? You can cho codes - via the ev	ose how to receive verifica text, app, etc. This is used vent your phone is lost.	tion in
<sup>S</sup> Call my office phone	rn more		
Notify me through app	United States (+1) 🗸 🗸		
Use verification code from app or token	Select your country or region 🛛 👻		
Alternate authentication phone	Select your country or region 🛛 🛩	Extension	
Authenticator app or Token	Set up Authenticator app		
Save cancel			

#### Complete the following steps on your phone and your computer.

1. Open the Microsoft Authenticator app on your phone to add your work account. Select **Work or school account**.

3:08		
<	Add account	
WHAT	KIND OF ACCOUNT ARE YOU ADDING?	
	Personal account	>
	Work or school account	>
R	Other (Google, Facebook, etc.)	>

- 2. Select Scan a QR Code and Agree to the let the app use your camera.
- 3. Scan the QR code on your computer with your phone's camera and follow the prompts. **Note:** If scanning the QR code does not work, close the scanner on your phone and re-scan.
- 4. On your computer or laptop, click **Next** and **Approve** the request sent to your phone by tapping on the notification. Note that you will be prompted to unlock your phone.



5. A notification will be sent to your phone. Select **Approve**. **Note:** You will be prompted to unlock your phone.

11:42	
≡ Authentica	ator +
Azure AD user.nan	ne@childrenshc.org
5 Approve children user.named Deny	e <b>sign-in?</b> Isam.org @.childrenshc.org Approve

6. On the computer, set up your additional security information (i.e. cell phone number) and click **Done**. A **Profile** page displays with your information.

Additional se	curity verification		
Secure your account by adding ;	hone verification to your password. View video to	know how to secure your account	
Step 3: In case you l	ose access to the mobile app		
United States (+1)	✓ §128138000		
			-
			6
			Done
Your phone numbers will only	be used for account security. Standard telephone	and SMS charges will apply.	

### Logging into Outlook

- 1. Click the Outlook link or enter the following address from an Edge or Chrome browser: https://outlook.office365.com
- 2. Enter your Children's email address and network password.
- 3. You will be prompted to enter an authenticator code. The authenticator code will be sent to the method you entered when setting up Microsoft Authenticator (i.e. a text or call sent to your phone or a code sent to the app).