

Outlook 365- Mobile Device Enrollment

Target Audience: All Nuvance Health Employees (CT)

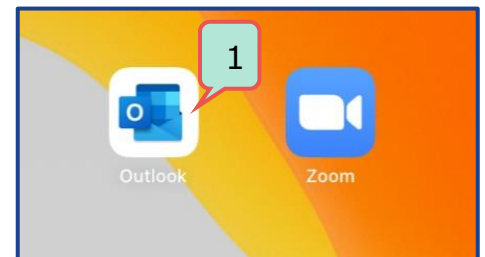
Outlook 365 is available from your mobile device. **IMPORTANT:** In order to access Outlook 365, your Okta account MUST be created and multifactor authentication set up. If you have not set up your account, please access the **Okta- Creating and Account/Multifactor Authentication** instructional material.

Nuvance Health owned devices automatically receive Outlook 365, Okta Verify, and Okta Mobile.

Outlook icon displays on Apple Device

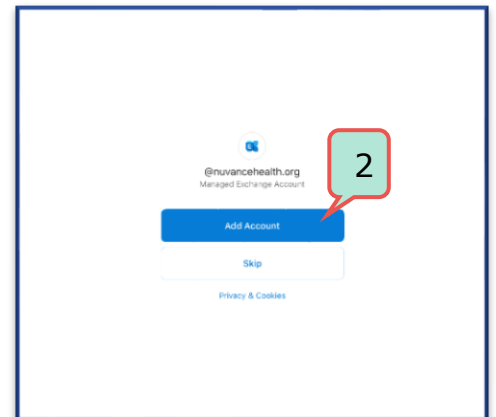


1. Tap the **Outlook** icon



Outlook window displays

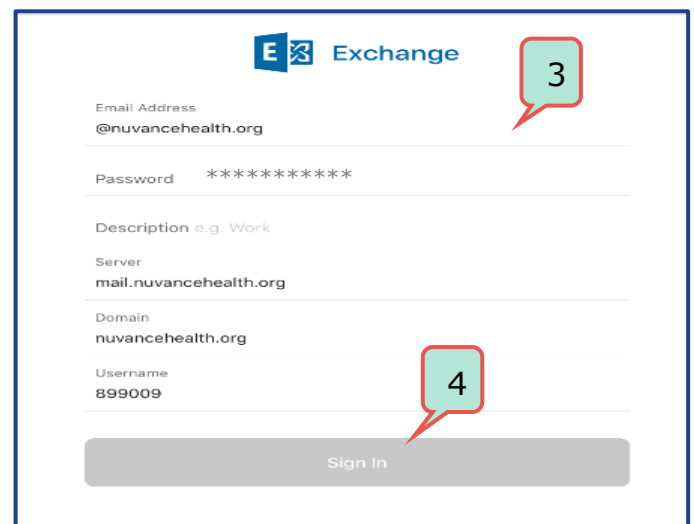
2. Tap **Add Account**



3. Enter the following information to complete your Outlook 365 enrollment:

- Nuvance Health **Email**
- Nuvance Health **Password**
- Verify Nuvance Health **Username**

4. Tap **Sign In**

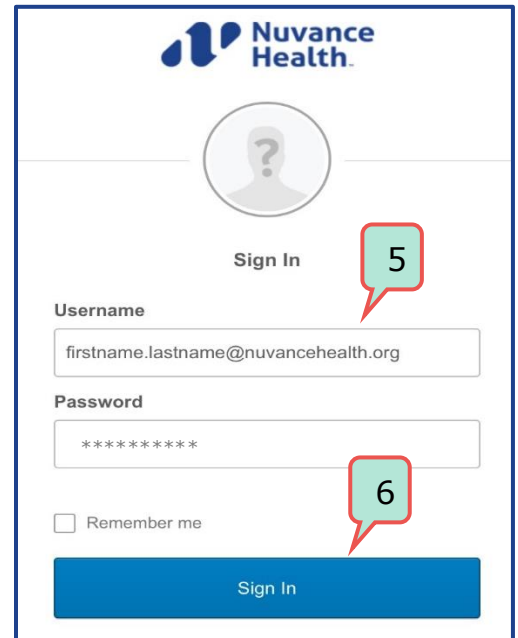


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Okta Sign In window displays

5. Enter your Nuvance Health email as your **Username** and enter your **Password**

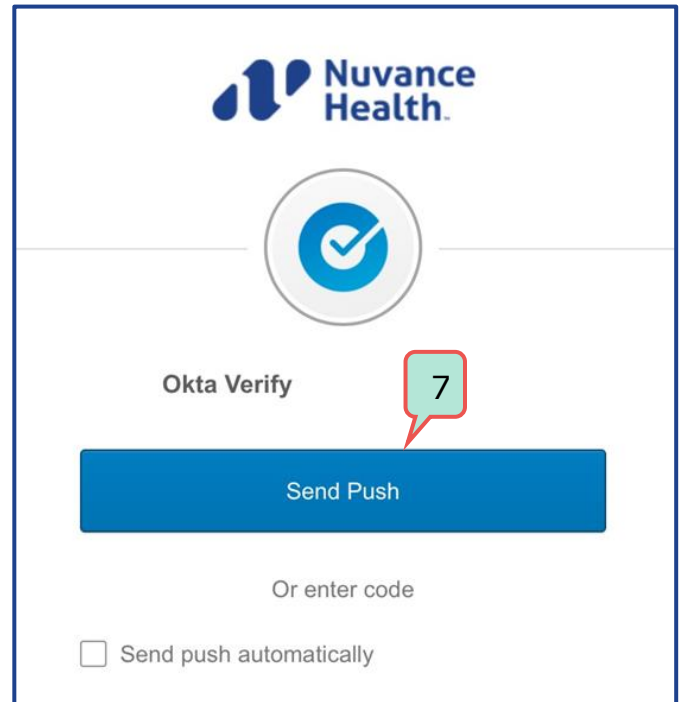
6. Tap **Sign In**



Okta Verify window displays

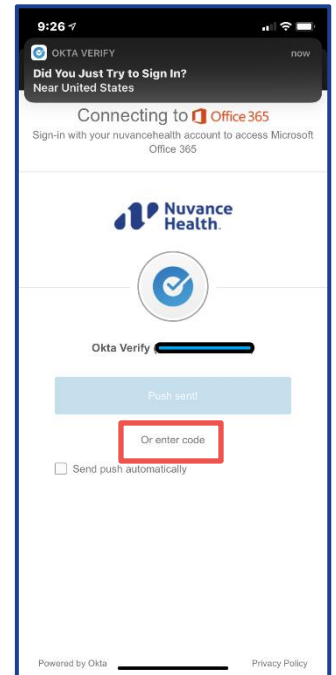
7. Click **Send Push**

SMS text message is received



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- ✎ If you choose to use the “**or enter code**” option, open the OKTA verify app and enter the **code** displayed



You have successfully enrolled into Outlook 365 on your mobile device

- ✎ If assistance is required, please call your Customer Service representative