How to login on Outlook on the Web

1. OUTCOME

This work-instruction will provide the user guidance on how to open Microsoft Outlook on the web.

2. SCOPE

This is to provide user with guidance on how to use/navigate Microsoft Outlook on the web.

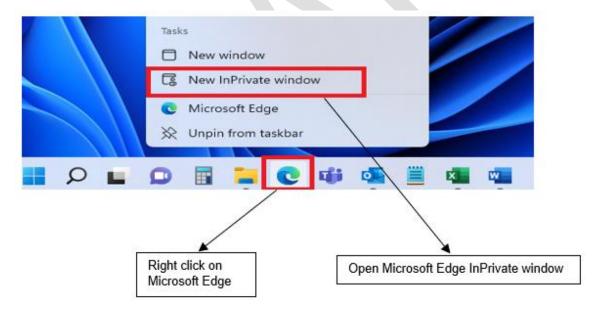
3. PROCEDURE

Prerequisite

The User need to have Multi-Factor Authentication configure on the mobile. For more information, please follow the <u>MFA Video</u> and <u>MFA Work Instruction</u> to configure Multi-Factor Authentication

Step 1: Open Microsoft Edge

Open Microsoft Edge in Private mode



Step 2: Go to Outlook

On the web type https://outlook.office.com/mail/



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For qu	iick access, place y	https://outlook.office.com/mail/				
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Step 3: Signing In

Enter your mecwacre email address, Click Next Enter your password, Click Login

Sign	in		
	ne.lastname@mecwacare.o	org.au	
No acco	unt? Create one!		
Sign in v	vith a security key 🥥		
		Next	
0			
S s	Sign-in options		

Step 5: Multi-Factor Authentication

Logging in will prompt for Microsoft Multi-Factor Authentication on your mobile, Click Approve

Authenticator	10:40 am	00%
	Approve	
Microsoft @mecwa	acare.org.au	
	n-in request	Click Appro
and approve the	e request to sign in.	
More information		

Step 6: Outlook Emails

You are now logged in on Outlook for the web, see the Reference Material for Navigation on the Outlook on Web

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8	Home View Help							
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8	> Favorites	🕗 Inbox 🛨	😇 Filter					
2	~ Folders	Accepted:	4:05 PM					
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	Notes 4	RE	3:56 PM					
	Conversation	PG	6					
	PT RSS Subscript	Accepted:	3:50 PM					

4. RELEVANT DOCUMENTS

• None

5. REFERENCE MATERIALS

• Get to know Outlook on the web - Microsoft Support

Authorised by:

Date: 05 December 2022