Web Mail Setup

Introduction

Process details how employees can get into their Outlook mail from other computers via the web mail link.

Details

- 1. Open a browser and go to https://outlook.office.com
- 2. This login screen will appear. Enter your email address, i.e. amy.zartman@qualfon.com, and click on **Next**.

Outlook	
Microsoft	
Sign in to continue to Outlook	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next
Sign-in options	

3. Enter your password when you receive this screen:

Windows Security		×
Sign in to access this s	ite	
Authorization required by https:/	/adfs.qualfon.com	
amy.zartman@qualfon.com		
Password		
More choices		
ОК	Cancel	

- 4. Depending on what you've already logged in to, you may be taken into Outlook or prompted for MS Authenticator validation.
 - A. If prompted for MS Authenticator, a box will appear and display a code on your computer screen as well as notify you on your mobile device:

Microsof	<u>6</u> .
IVIICIOSO	π
amy.zartman@	qualfon.com
Approve	sign in request
Open your number sh	r Authenticator app, and enter the nown to sign in.
	21
No numbers in the latest versio	your app? Make sure to upgrade to on.
I can't use my Mi	crosoft Authenticator app right now

B. Enter that code into the MS Authenticator app on your mobile device and click**YES**:

Are you trying to sign in?
QUALFON amy.zartman@qualfon.com
Ann
Cisco AnyConnect(vpnhp2)
Location
Michigan, United States
Enter the number shown to sign in.
Enter number here
21
YES
NO, IT'S NOT ME
I CAN'T SEE THE NUMBER

C. The **Approve sign-in?** box will appear, follow the instructions to enter whatever item to unlock your screen lock (i.e. PIN #, face ID, pattern, fingerprint, etc.) to finish that sign-in.



5. The Outlook Web App will display your Inbox and all subsequent folders within the mail account.

Related Articles

Revision History

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