Logging into Office 365

On an Advocate Aurora Computer, Kiosk, or External Device



Ways to access Office 365

- Advocate Aurora computer
- Kiosk

• External network



Logging in Using an Advocate Aurora Computer

- In an internet browser, enter the URL:<u>https://outlook.office365.com</u>
- You will be taken directly to your Outlook Office 365 mailbox.



Logging in Using a Kiosk

- In an internet browser, enter the URL: <u>https://outlook.office365.com</u>
- The Microsoft sign-in page will appear.
- Enter your credentials:
 - Username: Advocate Aurora email address
 - Password: Advocate Aurora network password

Sign in	
someone@example.com	
Can't access your account?	



Logging in by Kiosk(Continued...)

- The WI sign-in page will appear.
- Enter your credentials:
 - Username: Advocate Aurora email address
 - Password: Advocate Aurora email password



Logging in Externally

- If you are out of the network, the **Duo Push** notification you have previously setup will send a notification.
- You can manually select Send me a Push, Call Me, or Enter a Passcode.
- Approve the Duo Security notification on your phone or device.
- You will be taken to your email account.

