



JOB AID: HOW TO ACCESS CLOUD OUH EMAIL

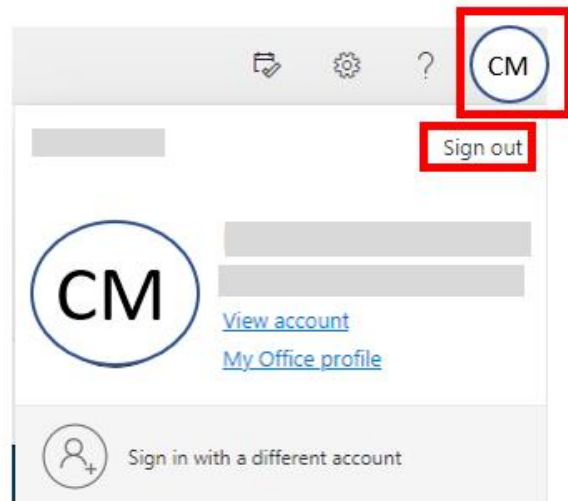
Summary:

This job aid steps you through how to access your OU Health (OUH) email account using www.office.com. Since your OUH email is cloud based you can access it through this website.

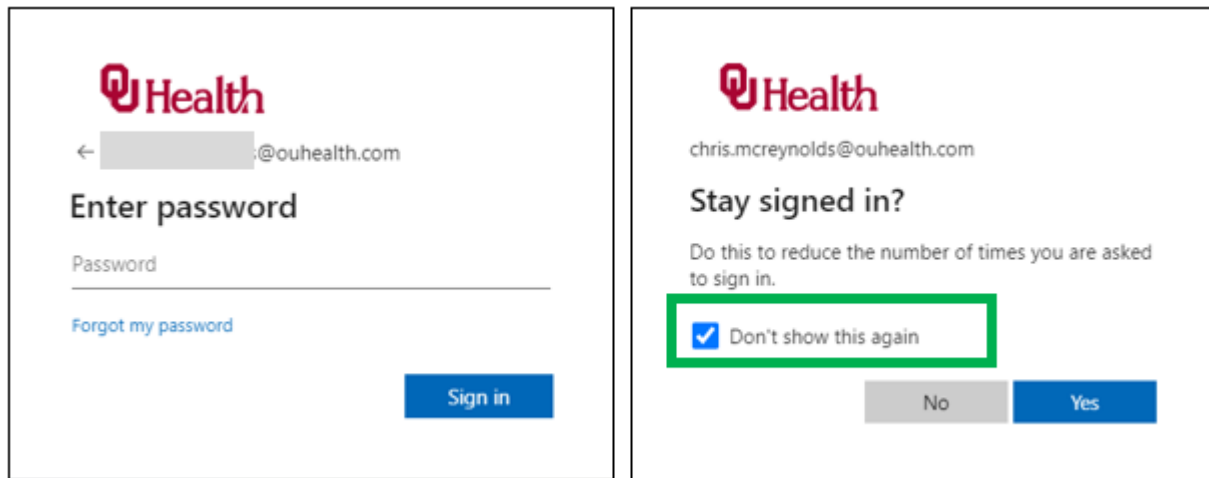
Process:

Log into www.portal.office.com

If you are already signed in to another account, click on your initials in the upper right corner of the screen and log out.



As you sign in with your OUH email address and your OUH password, you will get a couple of dialogue boxes.



The first screenshot shows the OU Health login page. It features the OU Health logo at the top left. Below it, there is a back arrow, a partially obscured email address ending in '@ouhealth.com', and the text 'Enter password'. A password input field is present, along with a 'Forgot my password' link. A blue 'Sign in' button is at the bottom right.

The second screenshot shows a 'Stay signed in?' dialog box. It displays the email address 'chris.mcreynolds@ouhealth.com'. The text asks the user to 'Do this to reduce the number of times you are asked to sign in.' A checkbox labeled 'Don't show this again' is checked and highlighted with a green border. At the bottom, there are 'No' and 'Yes' buttons.

After you are logged in, you will see the following screen with the Outlook app and other Office apps to access. Press the Outlook app to see your email and calendar.

