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.

1. Tap the Outlook icon

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
Outlook 365 - Mobile Device Enrollment

**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
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.