Setting Up Microsoft Outlook on Handheld Device

This guide details how to set up Microsoft Outlook for Android phones, Android tablets, iPhones and iPads

1. On your mobile device navigate to the app store.

- For Android phones, got to Play Store

- For Apple phones, go to the App Store

2. Search for **Microsoft Outlook**

3. Click on the **Microsoft Outlook** symbol , then click on **Download**

Note: This app is free of charge.

4. Once downloaded, open Outlook on your phone.

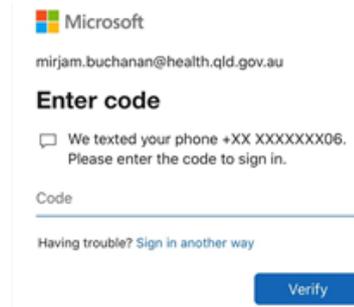5. Sign into Microsoft Outlook using you QLD Health email and password.

Queensland Government

Welcome to the QH Federation Service.
Sign on using your primary email address and password

Sign in

Unauthorised access to or use of this system is strictly prohibited. Authorised users must not allow others to use their passwords or access tokens. Inappropriate use may result in disciplinary action. Questions concerning usage policy should be directed to a user's supervisor in the first instance. Queensland Health monitors the use of its systems, including internet access and email. By accessing and using Queensland Health's systems, you consent to such monitoring activity by Queensland Health in respect of your use of those systems. Please use Queensland Health's systems responsibly.
Thank you

6. Enter the verification code/ PIN (six digit number), that is sent to your mobile phone and click **Verify.**

Microsoft

mirjam.buchanan@health.qld.gov.au

Enter code

We texted your phone +XX XXXXXXX06. Please enter the code to sign in.

Code

Having trouble? Sign in another way

Verify

7. Your device will need to sync any previous emails and will start to receive any future emails for your QLD Health email.