

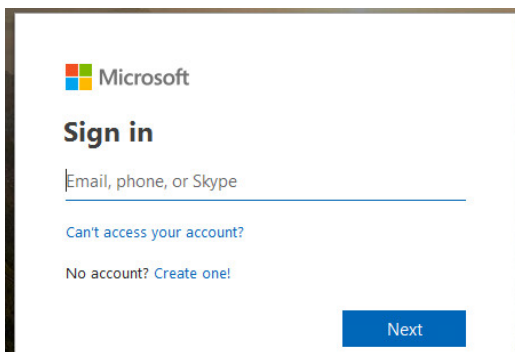
Accessing Office 365 from your Queensland Health Device

All Queensland Health employees have an Office 365 account registered to their email. This allows you to access a large range of Microsoft applications via the web browser or through the desktop application.

1. To access *Office 365*, type portal.office.com in the address bar of your browser.

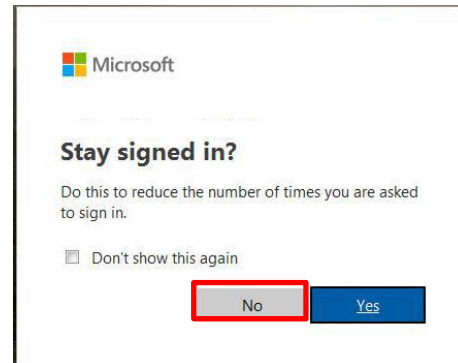


2. Sign in to *Office 365* using your Queensland Health email and password and follow the prompts to get to the *Office 365* homepage.



Note: If you have logged in before you can select your account to login.

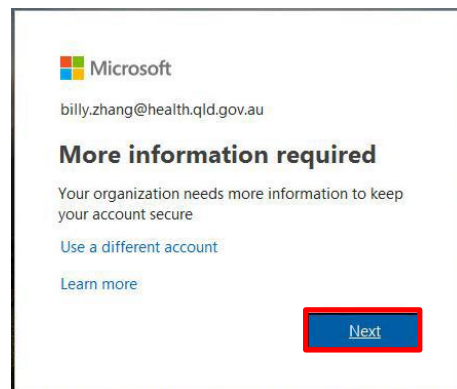
3. Click **No** if you don't want to stay signed in on your device.



Security Verification

Using *Office 365* externally requires additional security. You will be prompted to set up an authentication method to verify your account, if you have not logged in before.

1. Click **Next** and follow the prompts to set up security verification.



2. In the 'Additional security verification' window:
 - a. Select **Text code to my authentication phone**.
 - b. Tick the **Authentication Phone** box.
 - c. Select the country of your phone number i.e. Australia.
 - d. Enter your mobile number.

what's your preferred option?

We'll use this verification option by default.

a Text code to my authentication phone

how would you like to respond?

Set up one or more of these options. [Learn more](#)

b Authentication phone **c** Australia (+61) **d** 01234567

Office phone Select your country or region 0736460294 Extension

Alternate authentication phone Select your country or region

Important: Do not select Office phone as security verification, use your personal mobile number.

3. Click **Next** and a PIN number will be sent via SMS. You will have 60 seconds to enter this PIN. Click **Verify**.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +61 0424588221.

When you receive the verification code, enter it here.

4. Click **Done** to finish the setup.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your email or other account password. [Learn more](#)

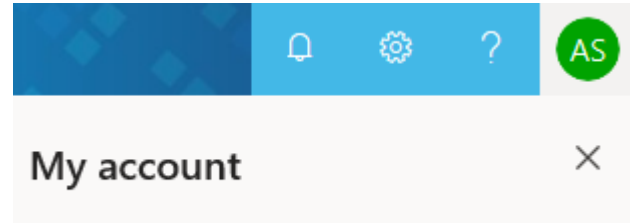
Get started with this app password.

5. Once security verification is complete you will be logged into the *Office 365* homepage.



How to sign out

1. On your *Office 365* Portal homepage right click on the **My account** icon.
2. Click **Sign out**.



Note: Signing out is important when using a generic/shared computer as other staff using the computer may have access to your emails if you do not sign out.