

Some carriers require multi-factor authentication (e.g., an emailed code you need to enter) before fully connecting you into the website.

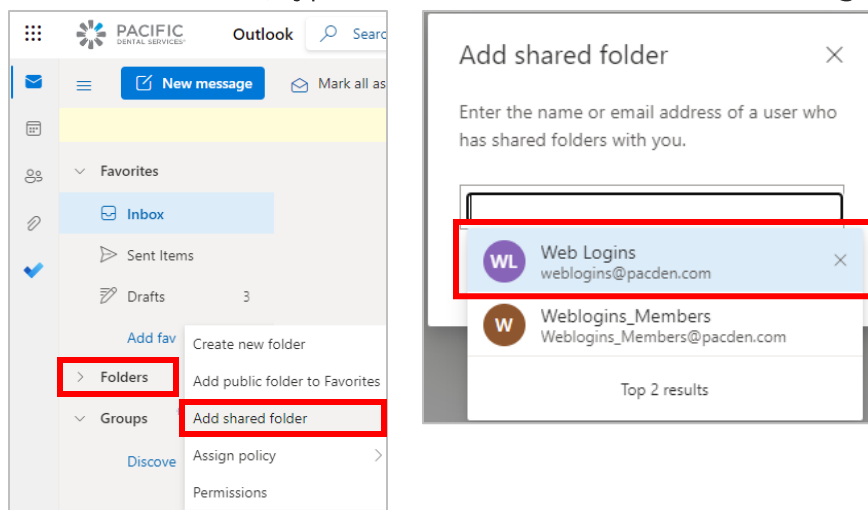
These codes are emailed to [weblogins@pacden.com](mailto:weblogins@pacden.com). Follow the steps below to set up and access the Web Logins mailbox folder to get the code.

## One-Time Setup

Follow the initial setup steps below based on how you access your email.

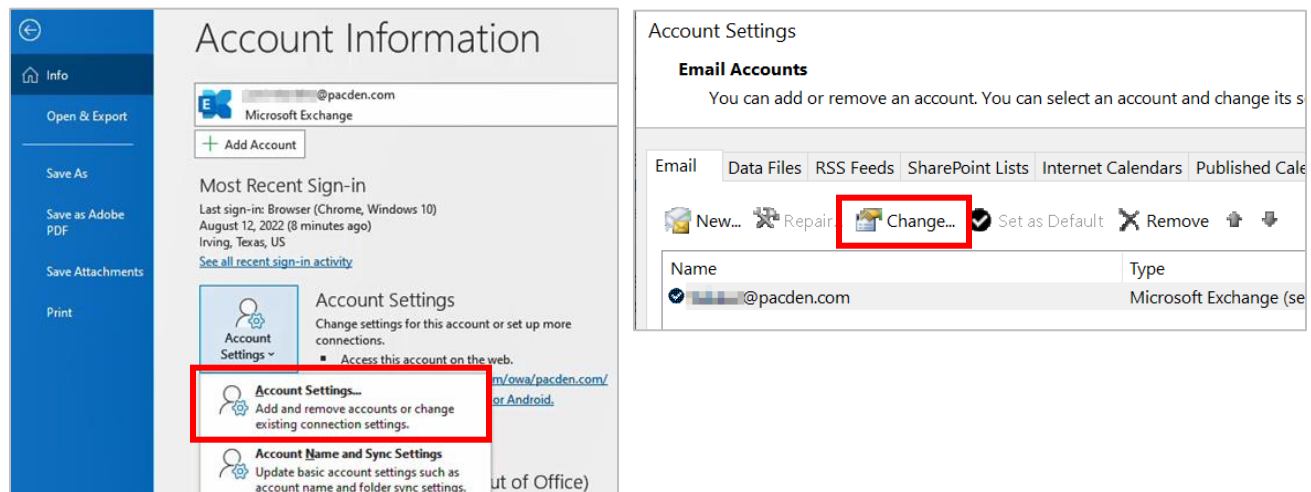
### From Okta> Microsoft Office 365 Mail

1. Right-click on **Folders**.
2. Click **Add shared folder**.
3. In the search box, type “Web” and then click on **Web Logins** from the results.

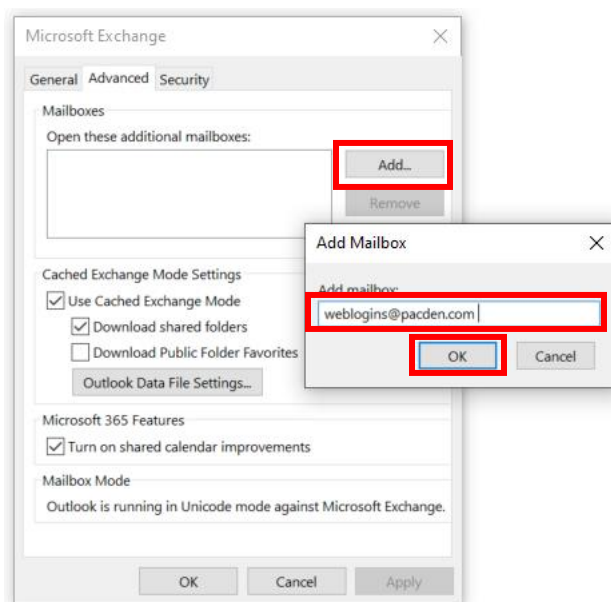
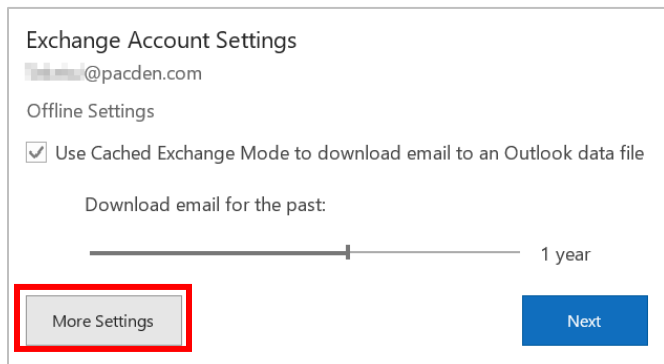


### From Outlook 2013

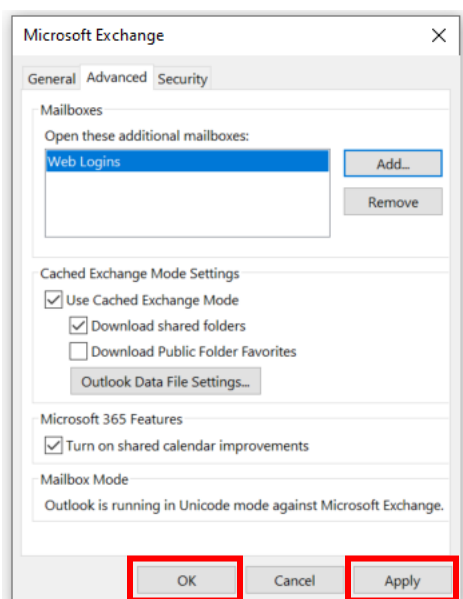
1. Click **File> Account Settings**.
2. On the **Email** tab, click the line with your email address and then click **Change**.



3. Click **More Settings**.
4. On the **Advanced** tab, click **Add**, enter [weblogins@pacden.com](mailto:weblogins@pacden.com), and click **OK**.



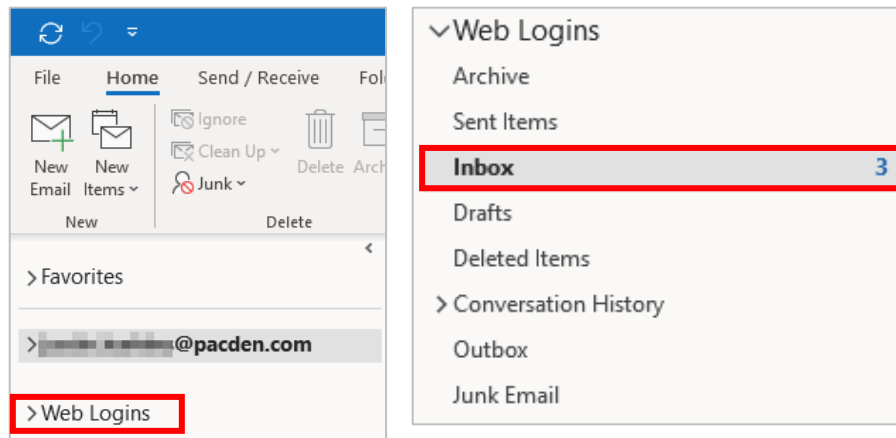
5. Click **Apply** and then **OK**.



6. Back on the Exchange Account Settings box, click **Next**.
7. In the Account successfully updated box, click **Done**.

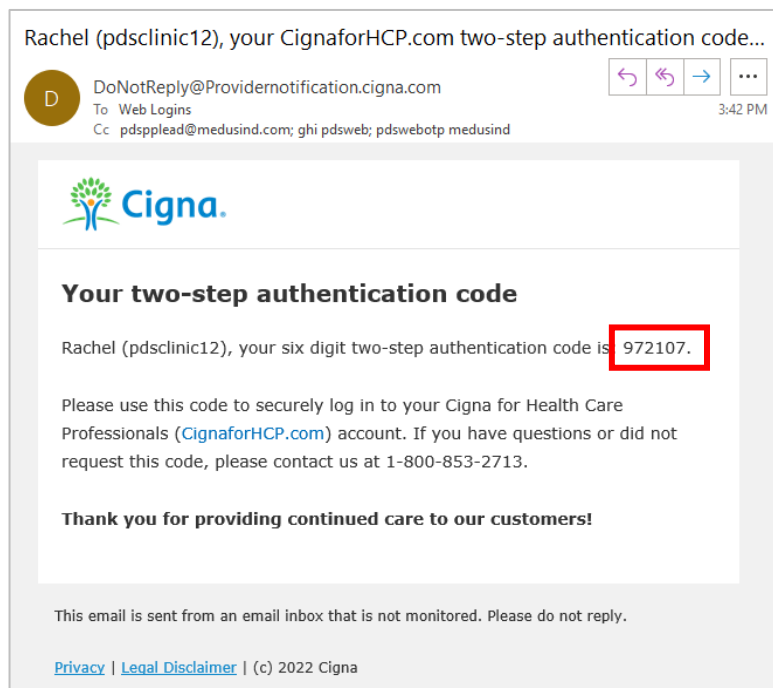
## Access Mailbox & Locate Code

1. From the **Home** tab, click the **Web Logins** dropdown (under your personal mailbox) and then click **Inbox**.



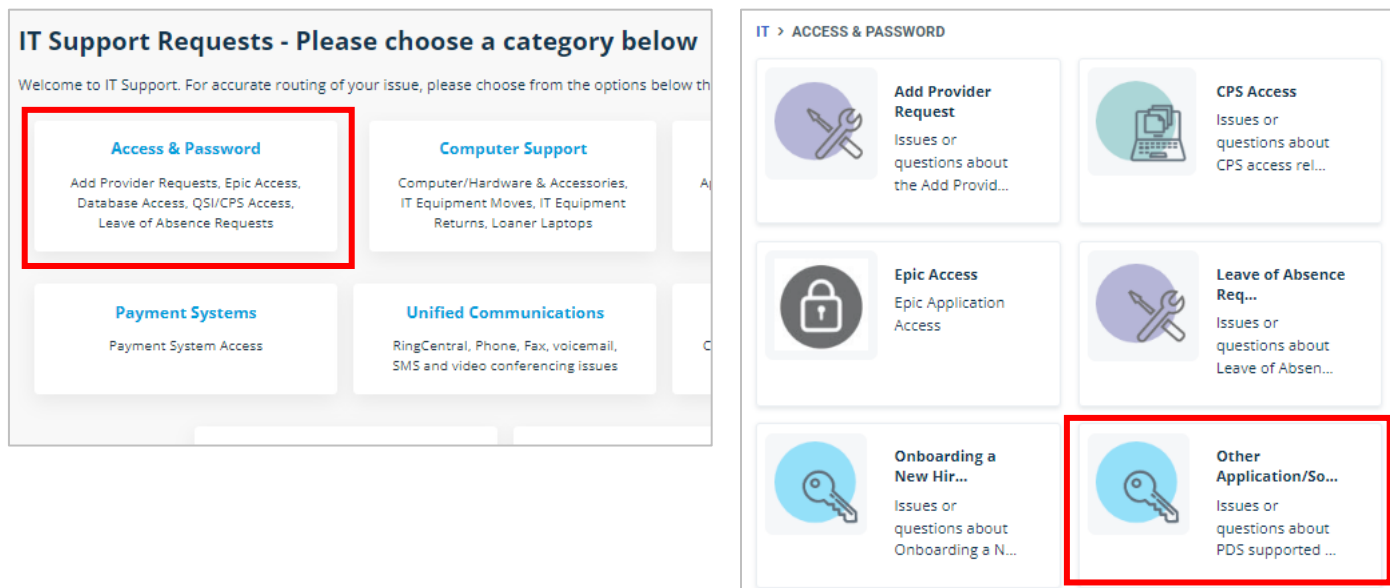
2. Locate the email and copy/paste the code into the carrier website to be fully authenticated.

**NOTE:** Since multiple users access this mailbox, you'll need to carefully review the context of the email to ensure it's the correct one (ex., correct office name is mentioned).



## Web Logins Mailbox Access Request Help Ticket

If you don't see the Web Logins mailbox and you should have access, submit a help ticket to IT> Make a Request> Access & Password> Other Applications/Software Access.



**NOTE:** During the roll-out phases, the Weblogins shared mailbox will be proactively added to user profiles.