

## What does Office 365 (O365) mean for you?

You will continue to use your email, calendar and Office applications on your desktop as you do today, with access to new features including:



No more email jail with  
**50 GB OF STORAGE**



Free/Busy calendar  
viewing across  
**ALL UHN STAFF**



Improved  
collaboration with  
**SKYPE FOR BUSINESS**



Off-site access to  
**OFFICE APPLICATIONS**

### To Get Started:

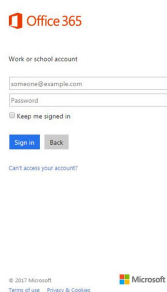
Log into your Outlook application  
with your UPN ID:

**lastname.firstname@torontorehab.on.ca**

## Logging Into the O365 Dashboard

Visit <http://portal.office.com> to log into the O365 Dashboard

The O365 Dashboard provides access to your email, calendar and Skype for Business from anywhere so you can stay connected while off-site.



1 From <http://portal.office.com>, enter your primary UHN email address, then press tab or enter.

2 You will be redirected to UHN's customized login page. Enter your UPN ID ([lastname.firstname@torontorehab.on.ca](mailto:lastname.firstname@torontorehab.on.ca)), password and select **Sign in**.

## Increased Security with Multi-Factor Authentication (MFA)



**MFA** is a new security feature for off-site access to O365, which requires your UPN ID, password as well as another authentication method for logging in.

### Choose one of the below methods for MFA:



Receive an automated phone call.  
Press # to complete verification.



Receive a text message code.  
Enter the code onto the login page.



Download the Microsoft Authenticator app.  
Use the app to receive notifications or enter a code.



Welcome

For security reasons, we require additional information to verify your account

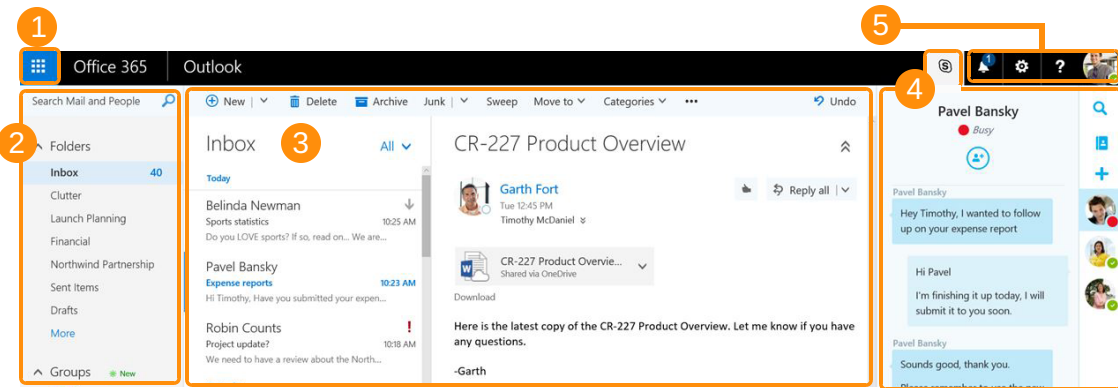
Your admin has required that you set up your account for additional security verification.

How should we contact you?

Phone call	▼
Phone call	
Text message	
Mobile app	

Visit the MFA User Portal at <https://mfa.uhn.ca> to manage your authentication settings. To get started, log in with your UPN user ID and password (remember it's [lastname.firstname@torontorehab.on.ca](mailto:lastname.firstname@torontorehab.on.ca)).

# Navigating your Webmail

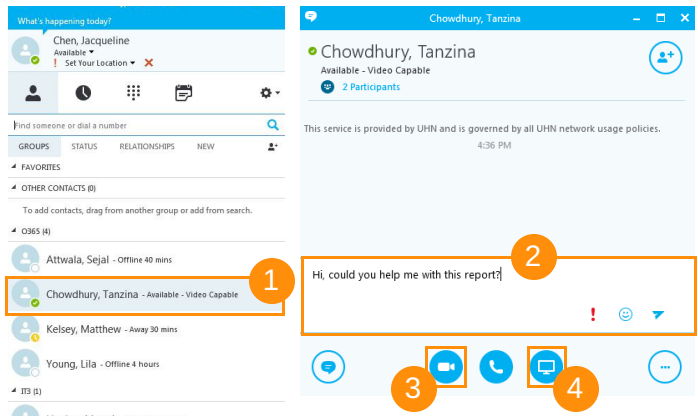


- 1. O365 Dashboard Apps**  
Quick access to your Dashboard apps, including calendar, tasks and contacts
- 2. Navigation Pane**  
Access your email inbox folders
- 3. Inbox View**  
Select and view your messages

- 4. Skype for Business Online**  
Access Skype for Business from your browser window
- 5. Quick Links**  
Access notifications, settings, Microsoft help and your profile to update personal information or log out

# Skype for Business 101

In July 2017, you can request Skype for Business application to be installed on your desktop to instant message or video chat with your colleagues. You can also use screen sharing capabilities to enhance your meeting and collaboration experience.



- 1.** Double click a colleague's name to open a conversation window.
- 2.** Type your message and hit enter to send.
- 3.** Click on the video icon to begin a video chat.
- 4.** Click on the screen icon to begin sharing your screen.

# Protecting Privacy & Ensuring Security

- Refrain from opening or downloading files that may contain sensitive information onto a public, unencrypted or shared non-UHN device.
- Only access O365 from a publicly-shared device if absolutely necessary. If you do so, change your password the next time you log into a UHN device.
- Delete unnecessary or duplicate files and emails. Too much information in your inbox can increase the risk of a privacy breach.
- Skype for Business is not an approved method for providing clinical services. Do not use Skype for Business to talk to patients or share PHI.

## FOR MORE INFORMATION

[www.office365uhn.ca](http://www.office365uhn.ca)

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 **idapt-helpdek@uhn.ca**