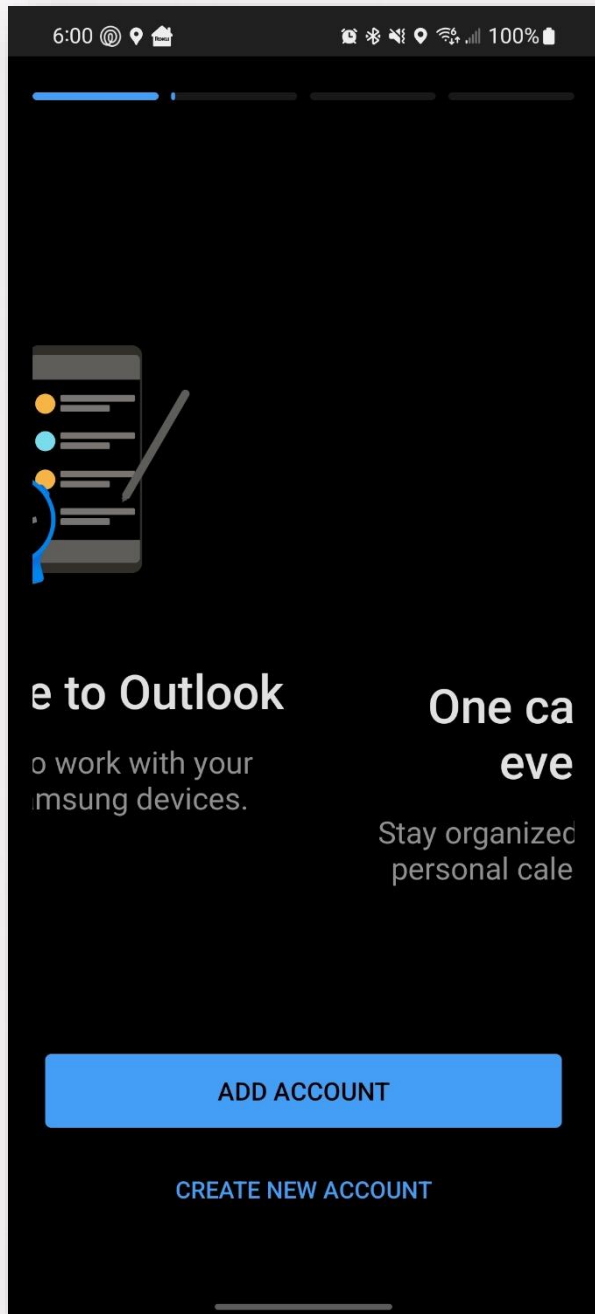




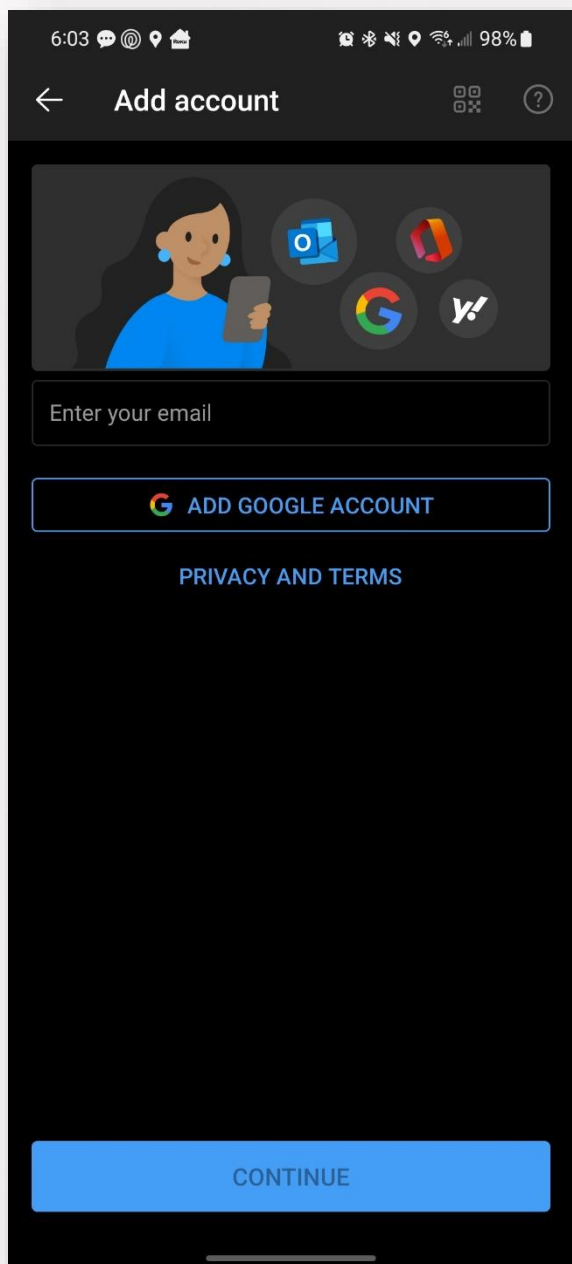
Refer to the top left icons for which steps your device requires.

Using your phone's camera, scan the following QR code to download the Microsoft Outlook app onto your phone





**Open the app and select
“Add Account”**

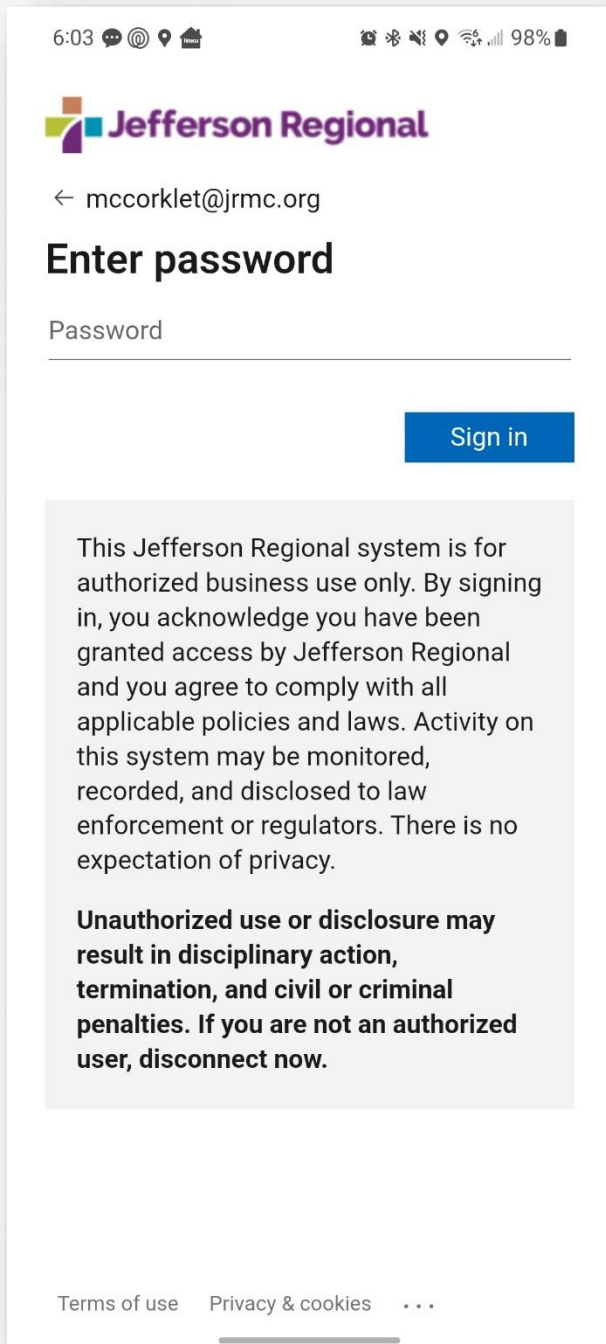


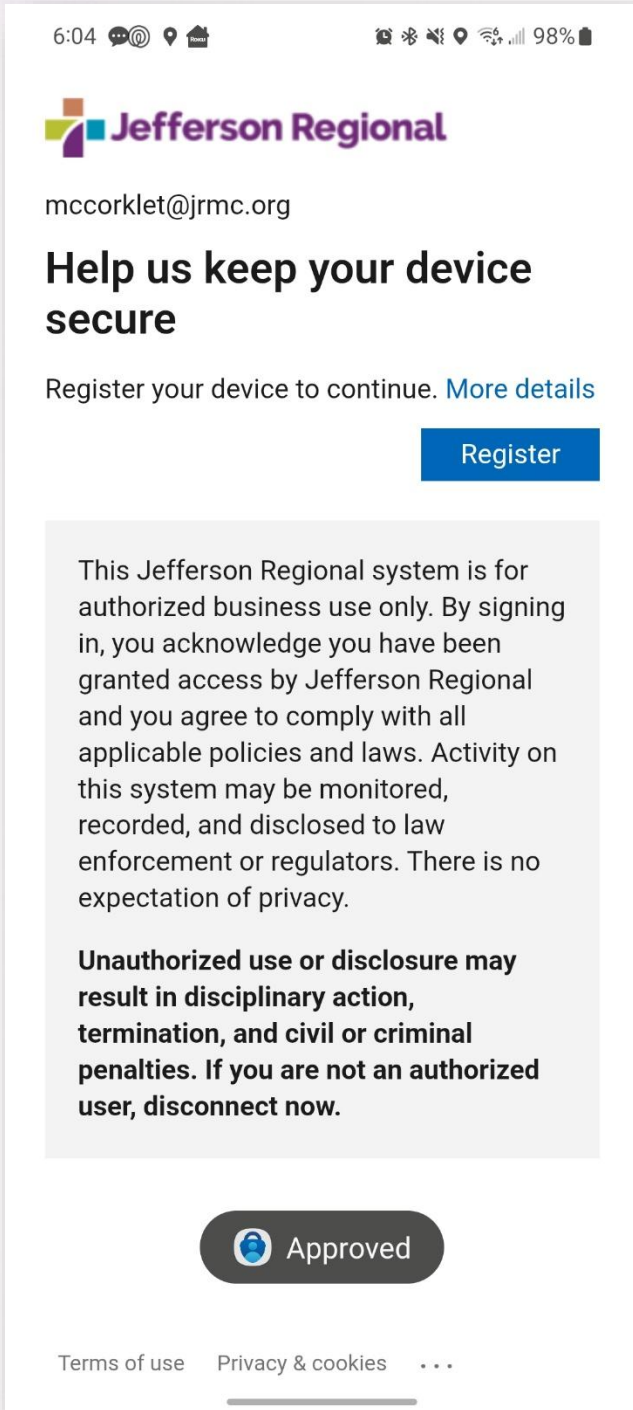
**Enter your email address
and then select “Continue”**

**If prompted for account type,
select “Microsoft 365”**



**Enter your password
and select “Sign in”**

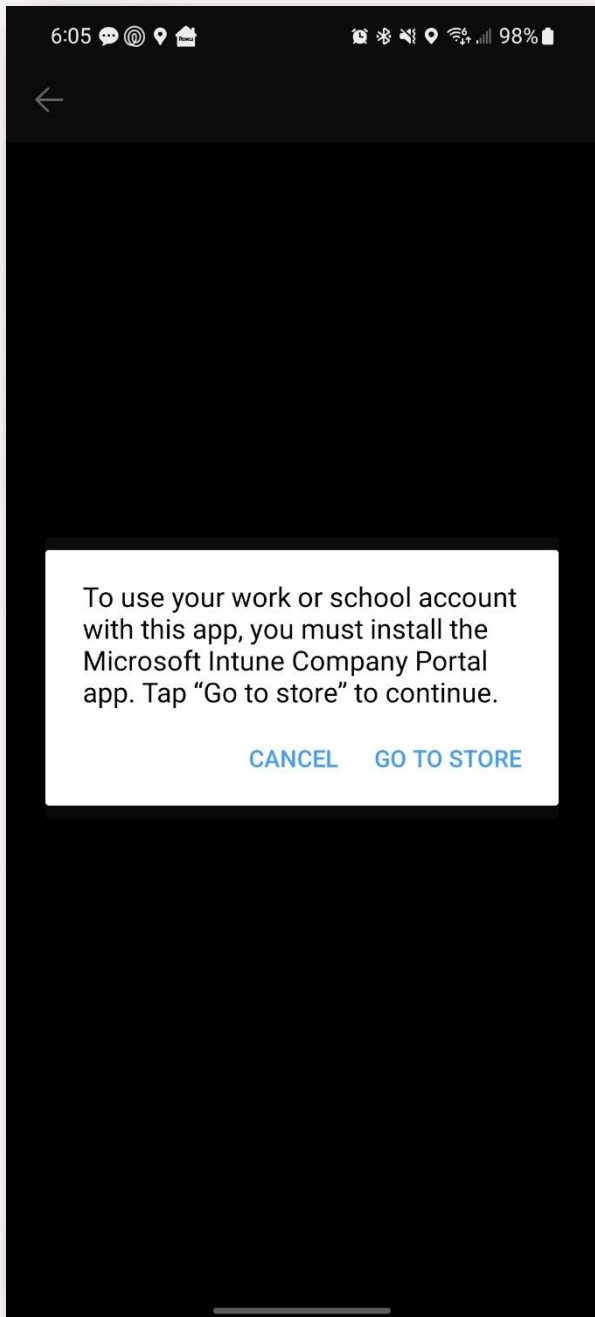




**After authenticating,
select “Register”
on the next screen**

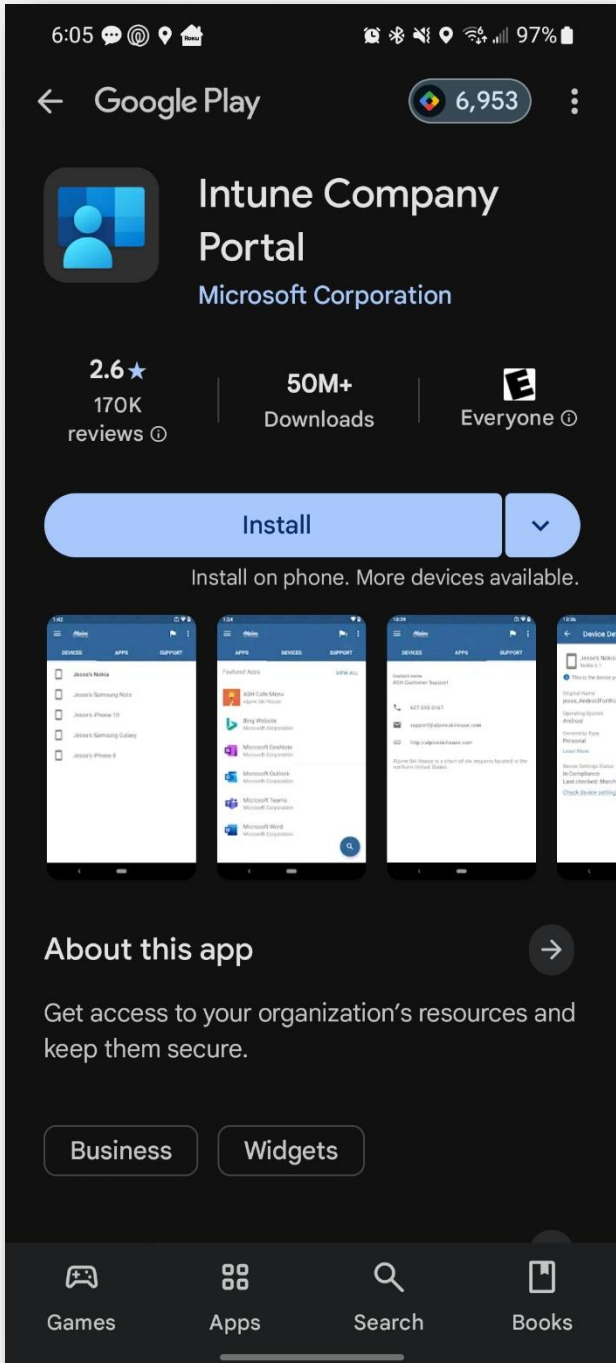
**After this
step, Apple
users skip to
the end of
these
instructions**



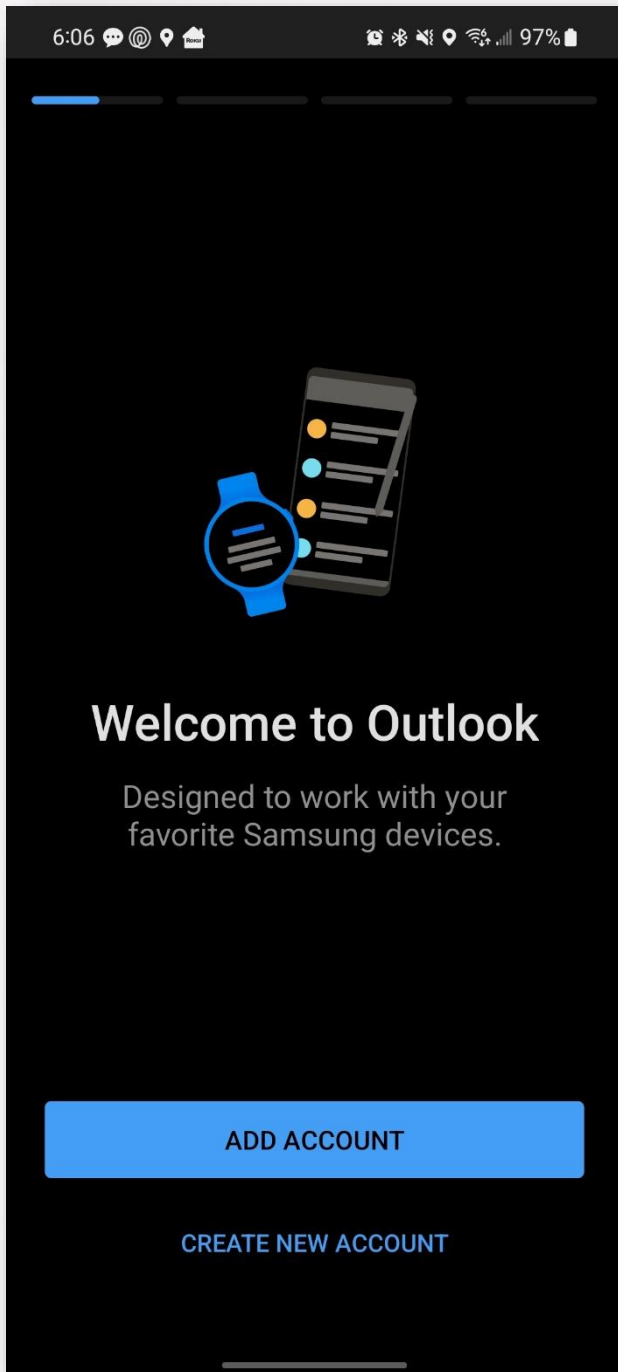


In order to use Jefferson Regional's M365 Apps on an Android device, an additional application is required.

Select "Go to Store" to download the Intune Company Portal app

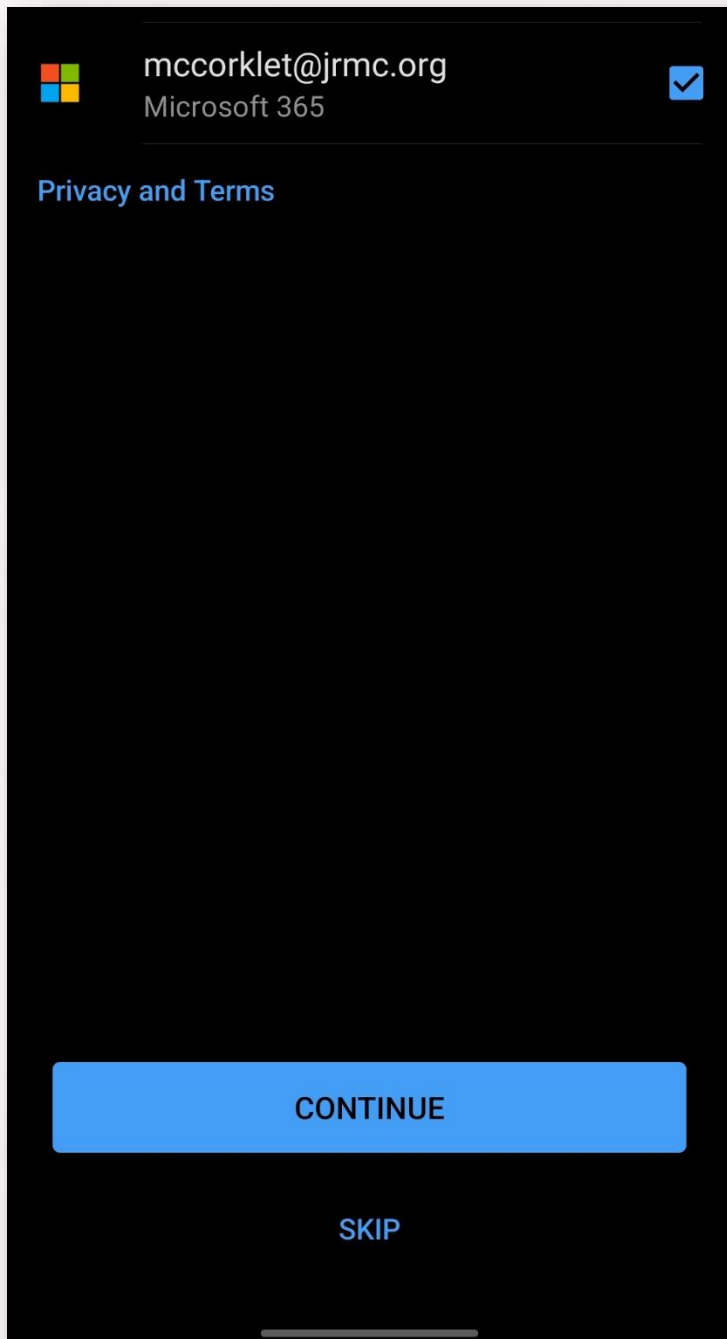


Select "Install"

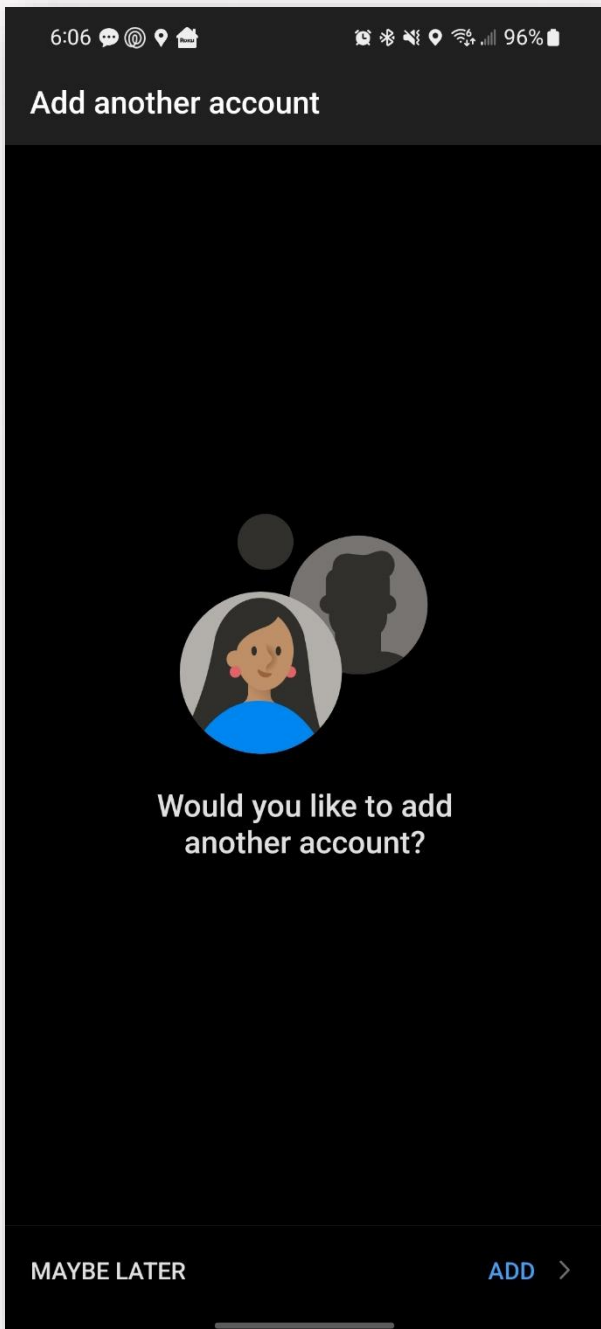


Selecting “Open” once finished installing, you may be brought back to the setup screen within the Outlook App

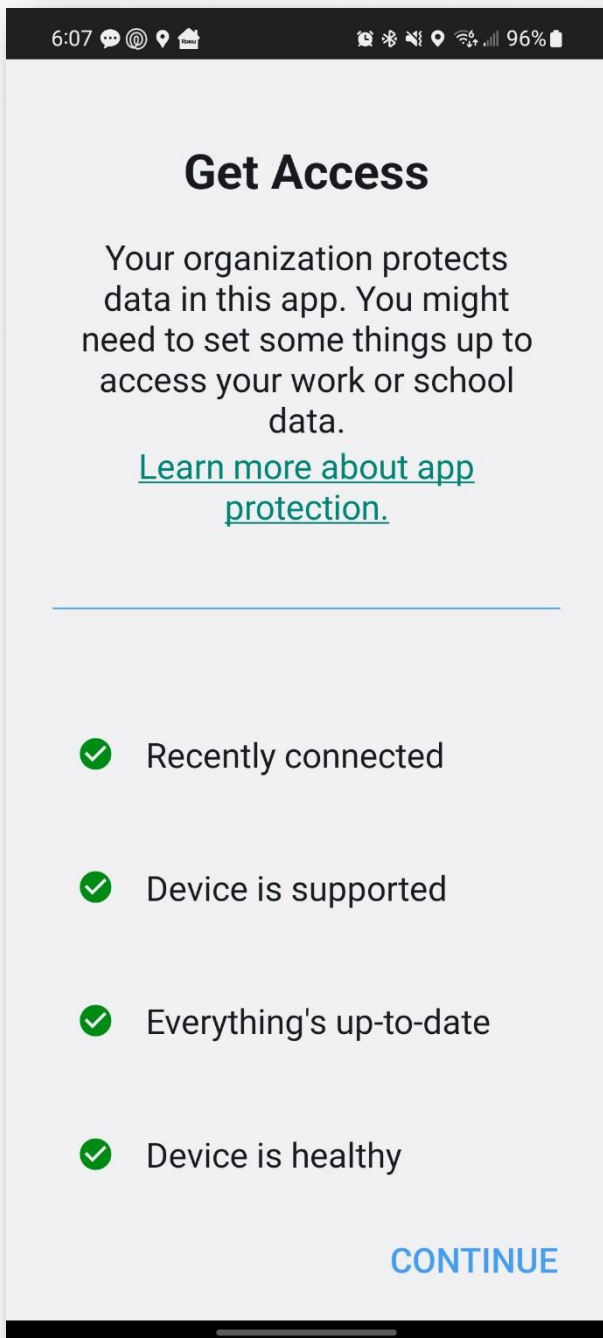
Select “Add Account” once again



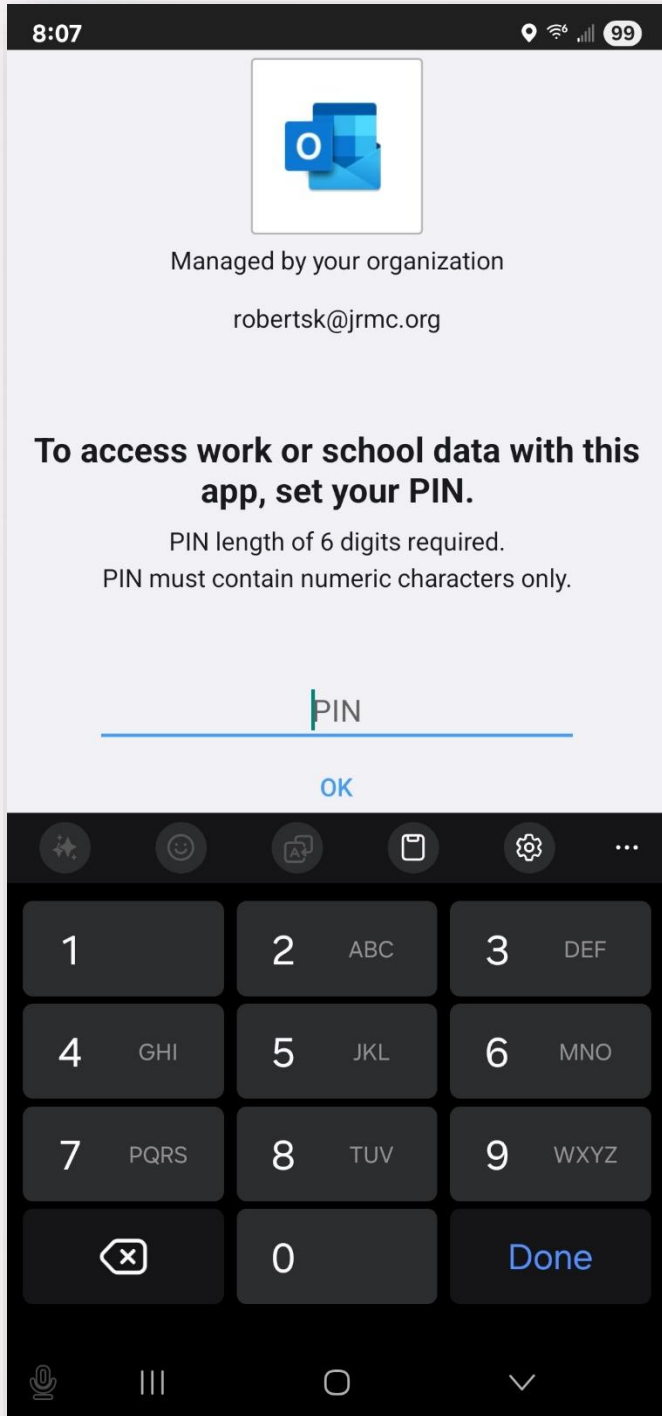
Your account will appear here, ensure it is checked and select “Continue”



Once the app confirms your device status, select “Maybe Later” for adding additional accounts



Select "Continue"



**Create a 6-digit PIN
code for accessing
Jefferson Regional apps
from your mobile device**

**Certain functions are
restricted within 365
applications to ensure
security of hospital
data**