


# OFFICE 365 FOR OFFICE USERS GETTING READY



## If you access email externally and haven't set up Duo:

- Install Duo Mobile on your phone to access email on your computer from home
- Scan for link for Duo app    
- Call Help Desk to authenticate your secure email connection

## PLEASE NOTE

OFFICE 365 TRANSITION  
WILL HAPPEN FROM  
FEBRUARY TO APRIL 2024

WE WILL BE **LETTING YOUR DEPARTMENT KNOW IN ADVANCE** OF THE TRANSITION



## What to do BEFORE Office 365 is installed:

- Restart Computer when you leave
- Overnight: Make sure you leave your **computer on and connected to the internet** all week
- As a reminder, it is best practice to always leave your computer on

## What to do after



## is installed:

### Clinical Email Users:

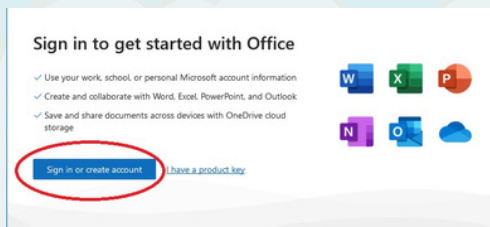
You will continue to use Email as normal

- Your Desktop Icons will look like this

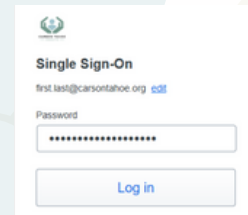
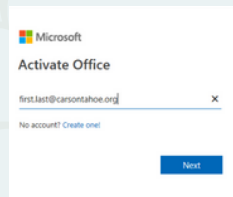


(Use Start menu if you don't see the desktop icon)

- Your new sign-in box will open automatically and will look like this



- Enter Your Credentials  
enter your full CTH email address (first.last@carsontahoe.org)
- Enter your CTH password



CALL THE SERVICE DESK x8929 IF YOU HAVE QUESTIONS