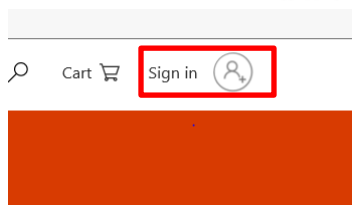


## Accessing Office 365 from your Personal Computer

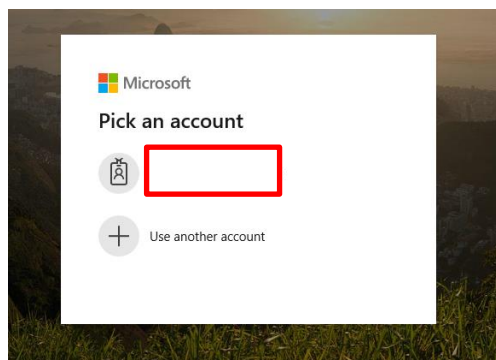
All Queensland Health employees have an Office 365 account registered to their email. This allows you to access to a large range of Microsoft applications that can be accessed via the web browser or through the desktop application.

### If you have logged in before

1. Open your internet browser.
2. Go to <http://www.office365.com>.
3. Click on the **Sign In** button in the right hand side of your screen.



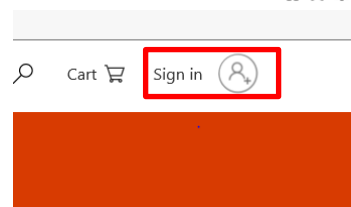
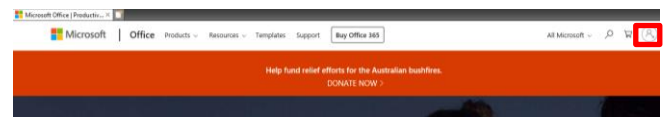
4. Select your Queensland Health account and follow prompts to login.



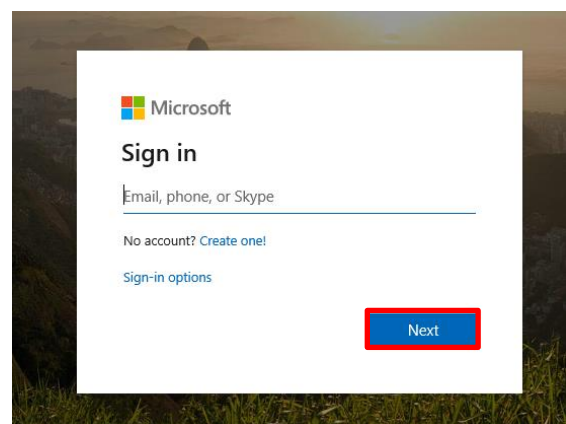
5. You are now logged into *Office 365*.

### If you have not logged in before

1. Open your internet browser.
2. Go to <http://www.office365.com>.
3. Click on the **Sign In** button in the right hand side of your screen.



4. To sign in, enter your Queensland Health email address and click **Next**.



2. Enter your Queensland Health email and password and click **Sign in**.

Welcome to the QH Federation Service.  
Sign on using your primary email address and password

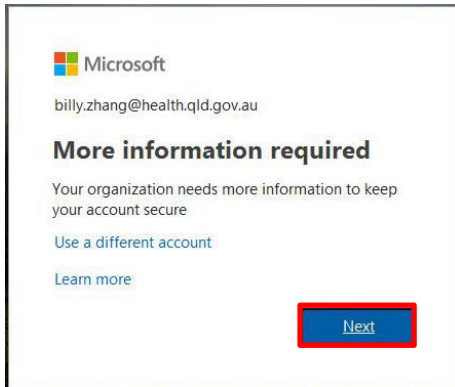


3. You are now logged into *Office 365*.

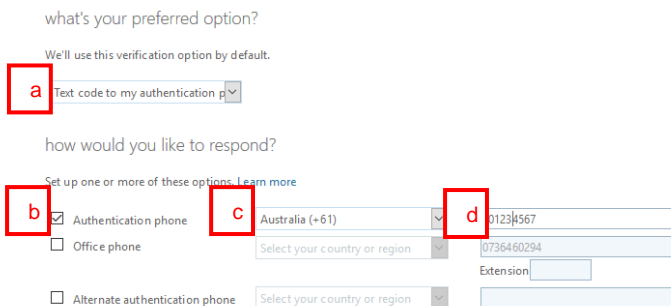
## Setting up security verification

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.

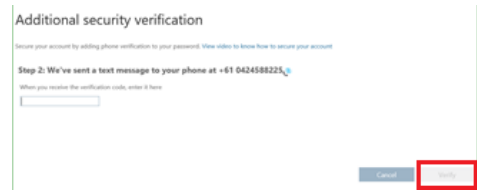


2. In the 'Additional security verification' window:
  - a. Select **Text code to my authentication phone**.
  - b. Tick the **Authentication phone** box.
  - c. Select the country of your phone number i.e. Australia
  - d. Enter your mobile number.

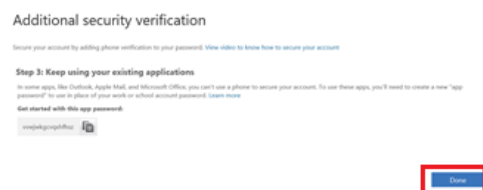


**Important: Do not select Office phone as security verification, use your personal mobile number.**

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



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

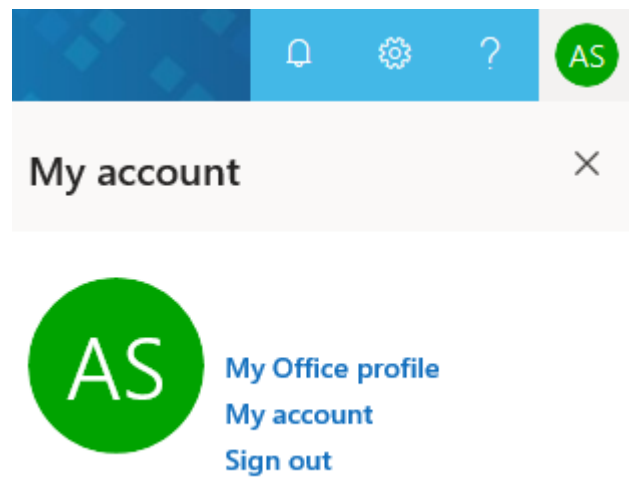


5. Once security verification is complete you will be logged into the *Office 365* homepage.



## 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.**