Target Audience: All Nuvance Health Employees

Once your mailbox has been migrated to Outlook 365, you will be required to log in using your updated Nuvance Health credentials. You will only be prompted to complete these steps upon logging in the first time.

After your mailbox has been migrated, you will receive a Microsoft Outlook prompt on your first log in.

1. Click the checkbox next to “Don’t ask me about this website again”

2. Click Allow

Microsoft Outlook security window displays

3. Enter your @nuvancehealth.org email address as your Username and enter your Nuvance Health Password

4. Click OK

Okta Sign In window displays

5. Enter your Nuvance Health email as your Username and enter your Password

6. Click Sign In

Outlook 365 is now available for use

⚠️ If assistance is required, please call your Customer Service representative