Outlook 365- Post Migration Log-In

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.

- Click the **checkbox** next to "Don't ask me about this website again"
- 2. Click Allow

Microsoft Outlook security window displays

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

Microsoft Outlook X				
Allow this website to configure BTP365.TestUser8@wchn.org server settings?				
https://autodiscover.wchn.org/autodiscover/autodiscover.xml				
1 Your	Your account was redirected to this website for settings. You should only allow settings from sources you			
Don't ask me about this website again				
		Allow	Cancel	
147 1	- ·.			
Windows security ×				
Connecting to BTP365.TestUser8@wchn.org				
V	2 BTP365.TestUser8@Nuvancehealth.org			
	•••••]	
Remember my credentials				
4				
	OK	Cancel		
and	Nuvance Health.			

Sign In

6

Sign In

BTP365.TestUser8@NuvanceH_alth.org

Username

Password

Remember me

Need help signing in?

5

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



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