

NMHS Android Outlook Setup Instructions

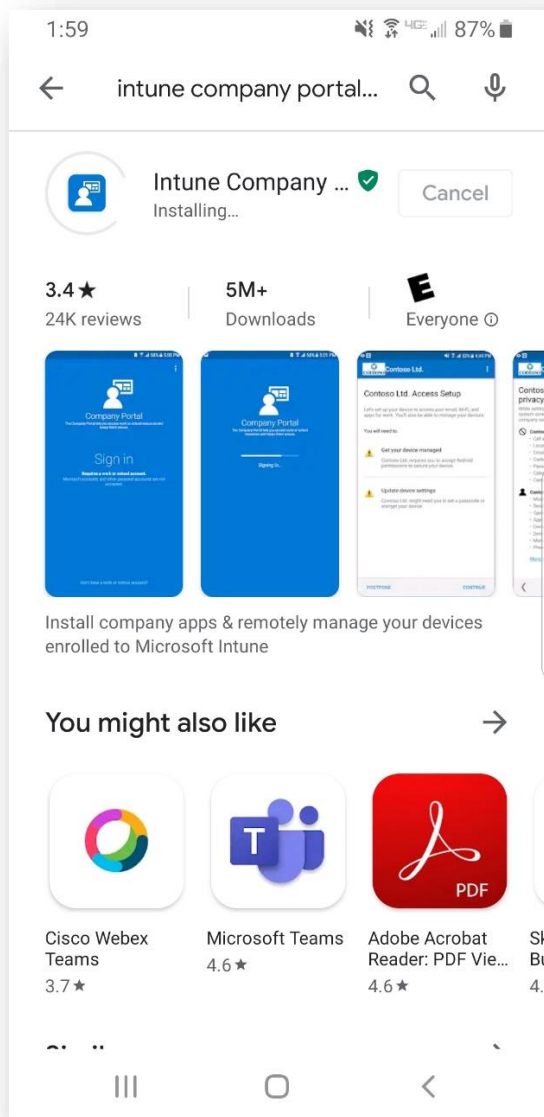


If you have not already registered your mobile device with the Microsoft Authenticator App you must do so before moving on.

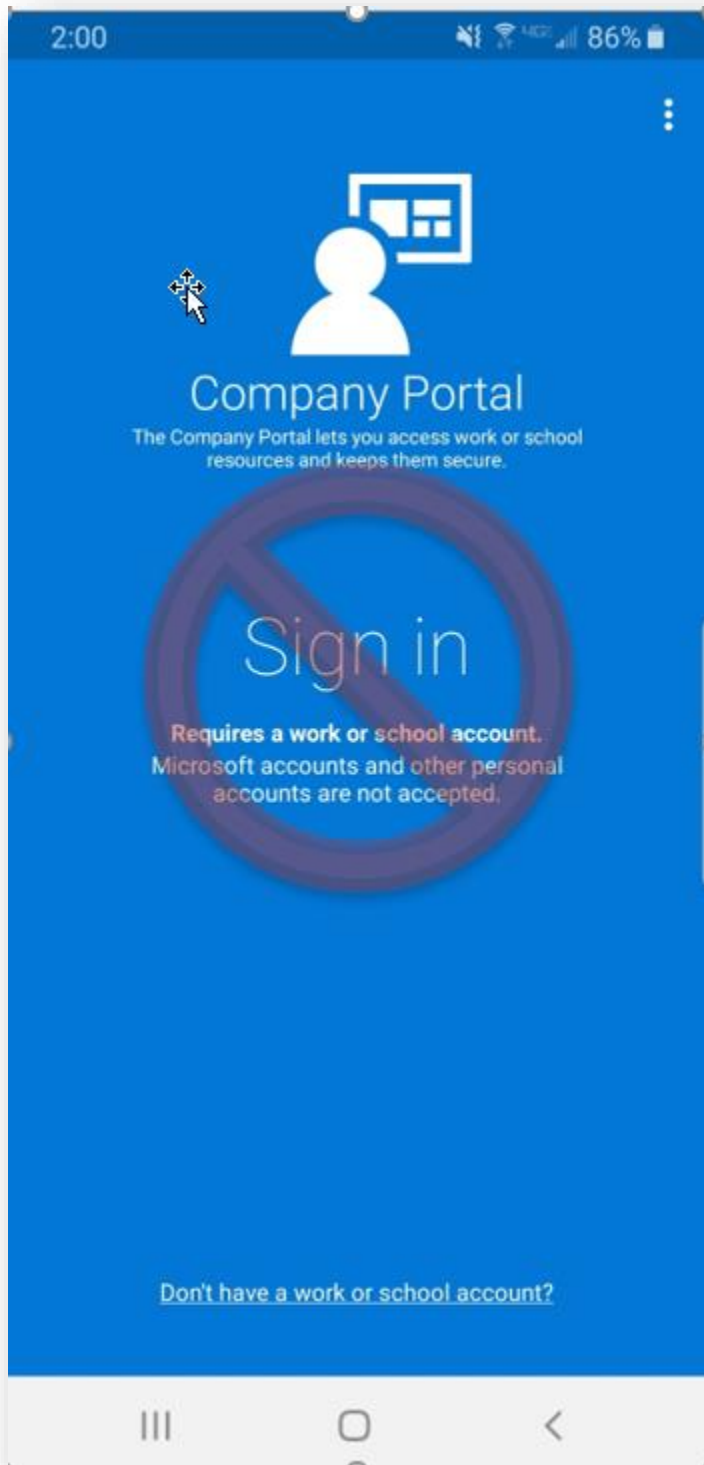
If you need to register, please click on this [link](#) to get started. This link will allow you to register from a Methodist location.

IMPORTANT: Approximately every 14 days your mobile device will receive a Microsoft Authenticator approval notification to retain mobile Outlook connectivity.

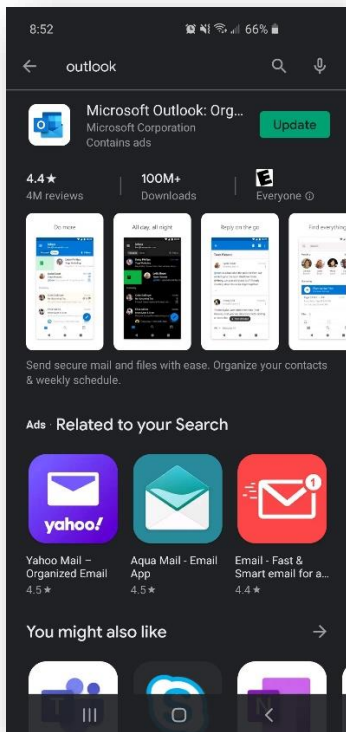
1. Go to the Google Play Store and download the **Intune Company Portal**.



2. Once installed please **do not** sign in. You can move it into a folder on your phone as you will not need to use it going forward. The Company Portal only needs to be present on the phone for Outlook to connect. **Again, please do not sign in.**



3. Go to the Google Play Store and download the Microsoft Outlook app.



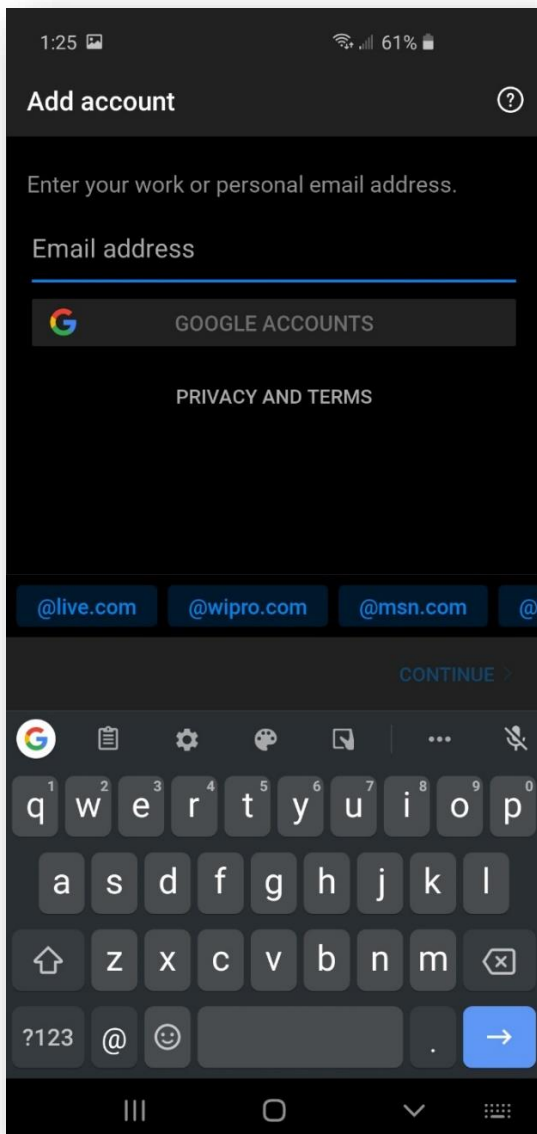
4. Open Outlook and click on Get Started.



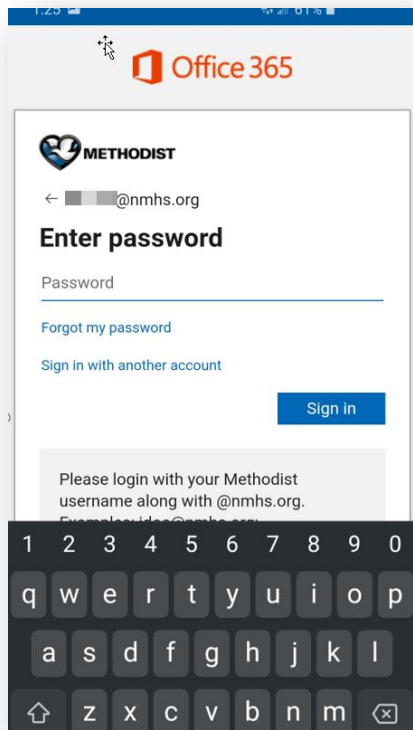
5. You will need to use the login format of **username@nmhs.org** (not “nmhs.org\username”) when logging into Office 365. This will usually look like **e12345@nmhs.org** or **s12345@nmhs.org** though some users may have a username that is formatted a different way, such as first initial plus last name. These usernames would look like **jd@nmhs.org**.

A couple of other things to note:

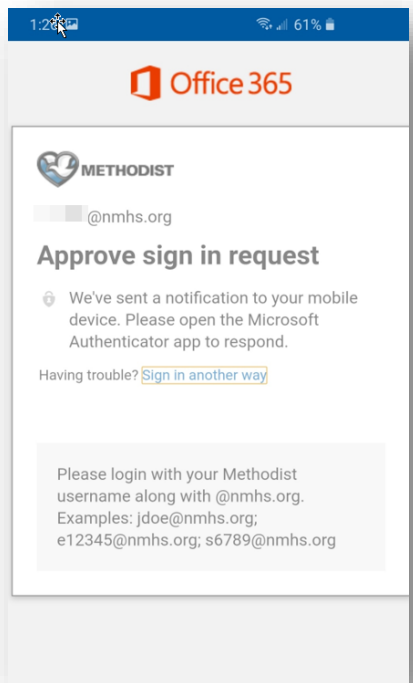
- username@nmhs.org is not an email address. It is the account you are authenticating with. Your email will remain the same @nmhs.org or @methodistcollege.edu or sharedomaha.com you have used before.
- The Office 365 login pages will sometimes label your login as an email address prompt when you authenticate. When this occurs, please use the **username@nmhs.org** login instead of your email.



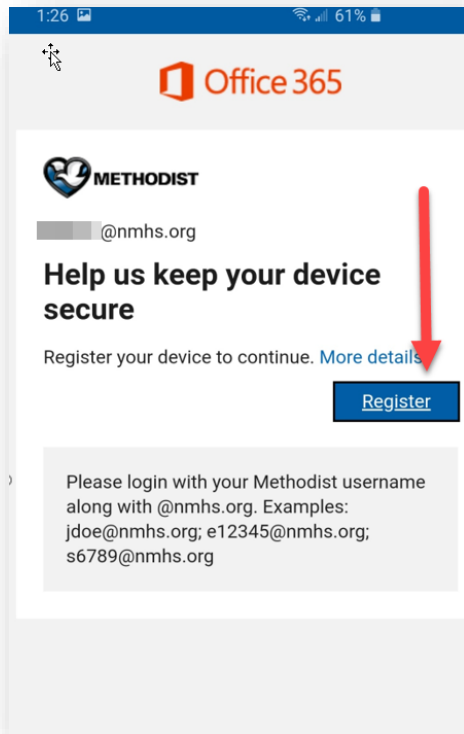
6. Enter your Methodist password and click Sign in.



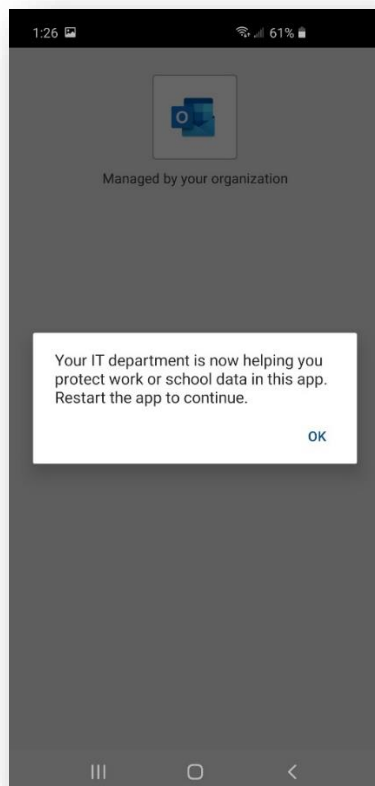
7. You will receive an approval notification on your phone. Click Approve.



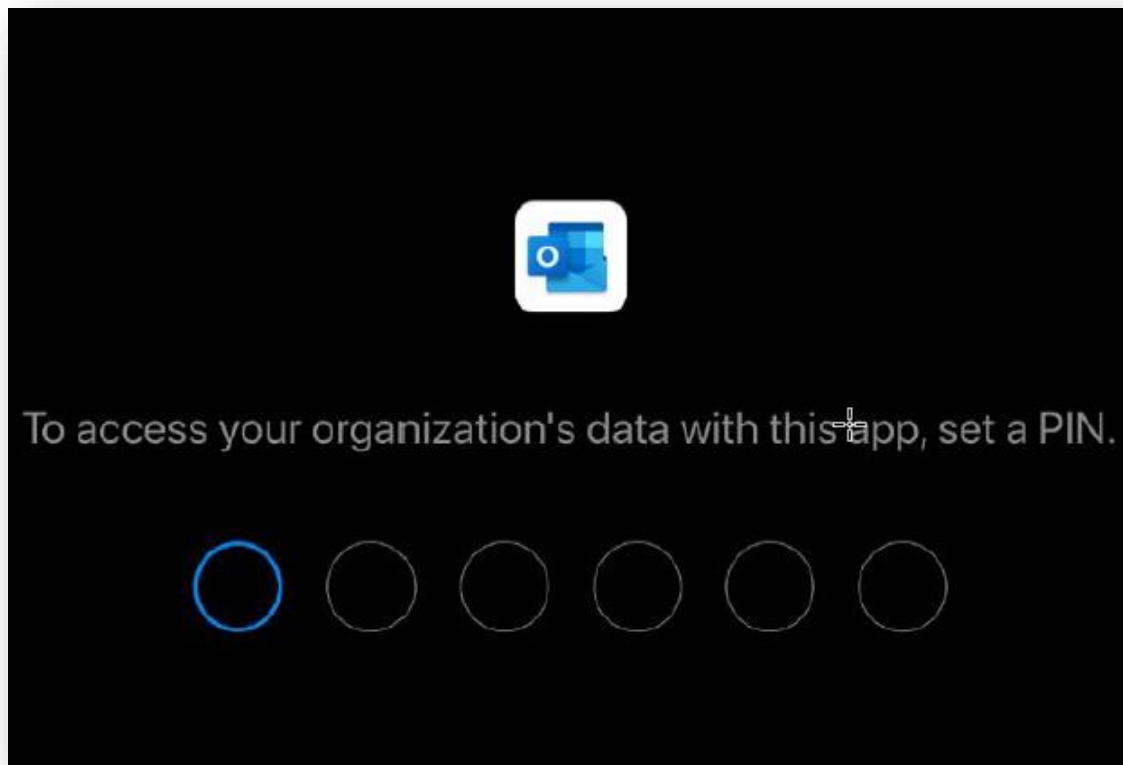
8. Click Register.



9. You should see a message stating that IT is now protecting the Outlook app.



10. Outlook will have you create a 4-digit PIN. This PIN will be used if your fingerprint reader is not available.



Common Questions

How do I open PDF's from messages?

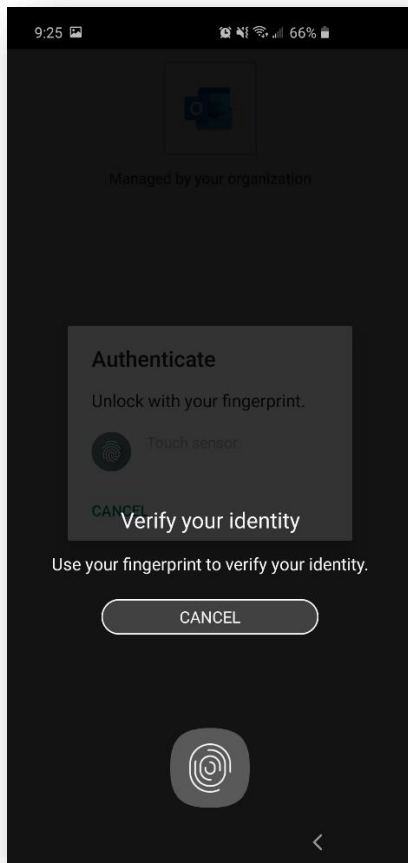
Please download the Microsoft OneDrive app from the Google Play Store to open PDF's.

How do I open Word, PowerPoint and Excel attachments?

Please download Microsoft Word, PowerPoint and Excel apps from the Google Play Store.

Why does Outlook keep asking for my PIN?

You will need to authenticate to access Outlook if you have not launched it in the last 30 minutes. If you have a fingerprint reader enabled, you can use that instead of needing to enter your Outlook PIN.



I like to have my company mail and personal mail together. How can I do that?

The Outlook app will allow you to add additional accounts.

How do sync my Outlook contacts?

You no longer need to sync your Outlook contacts to send email messages to others within the company. The Outlook app leverages our company Address Book.

If you would like your Outlook contacts merged into your phone contact list, then open the Outlook app and go to Settings > tap on your account > tap Sync Contacts.