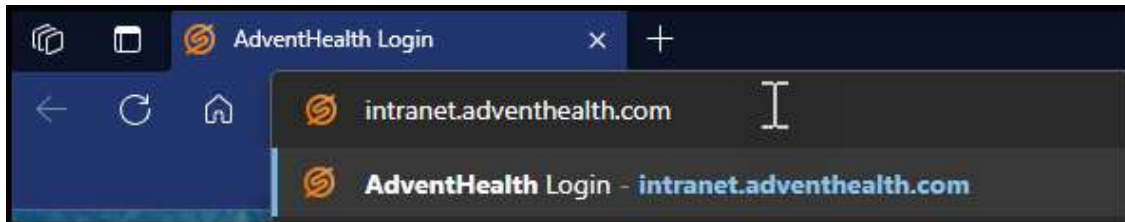


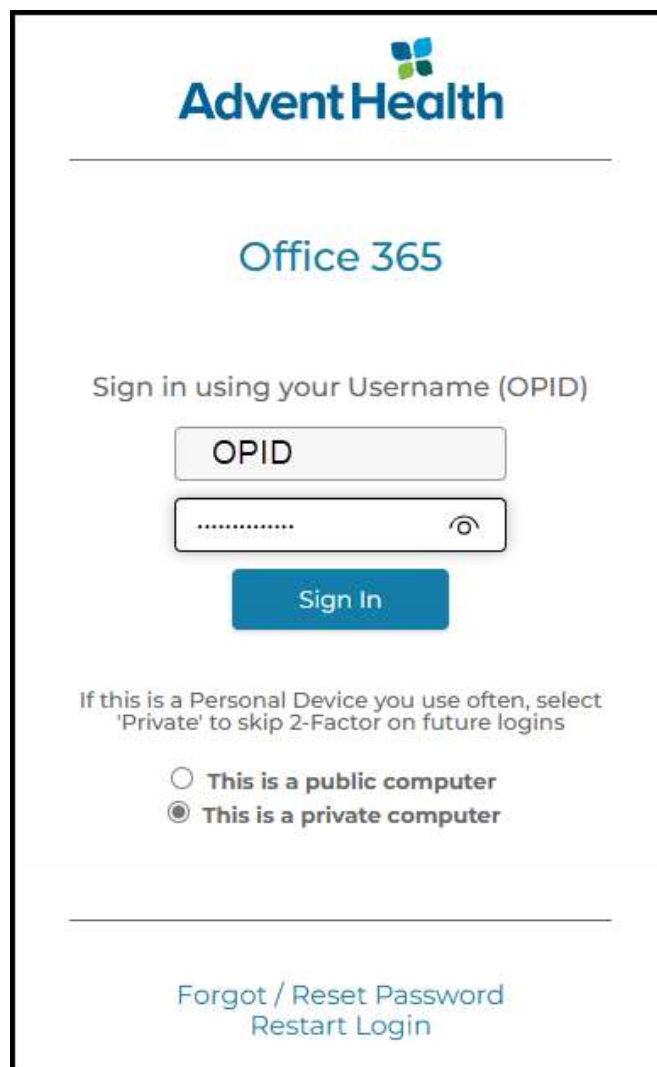
Step 1: Launch the AdventHealth Connect Icon on your desktop.



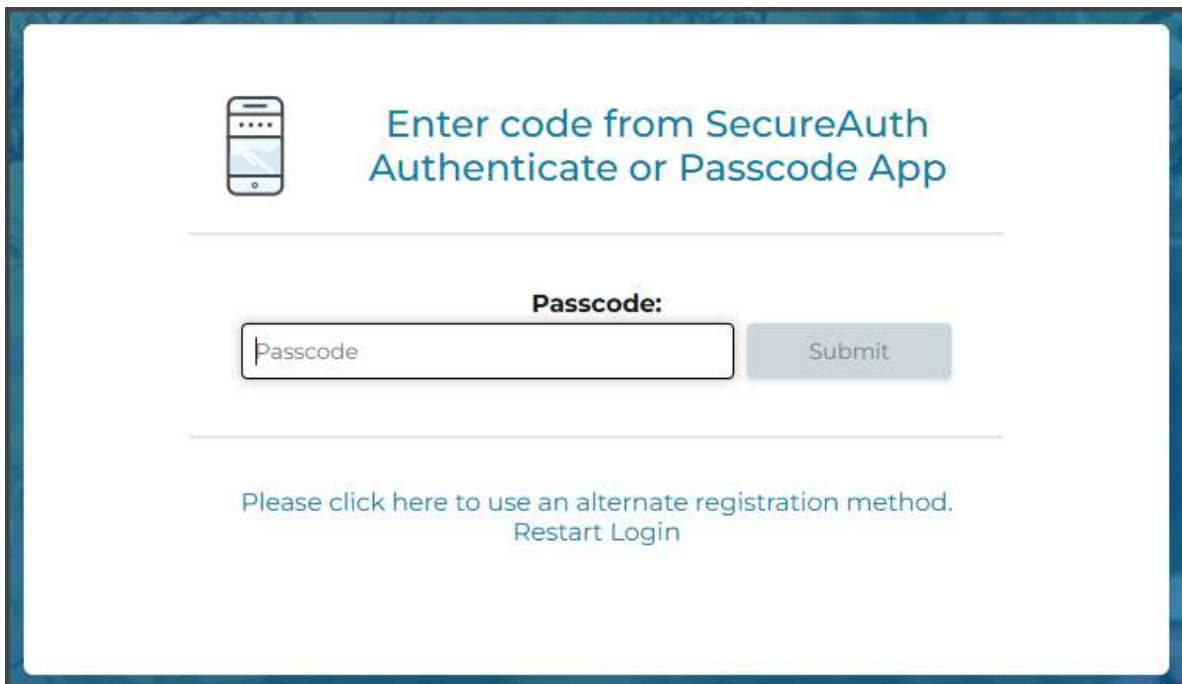
If you don't have an icon on your desktop, launch the Microsoft Edge browser and type in:
intranet.adventhealth.com.



Step 2: Enter your OPID and Password.

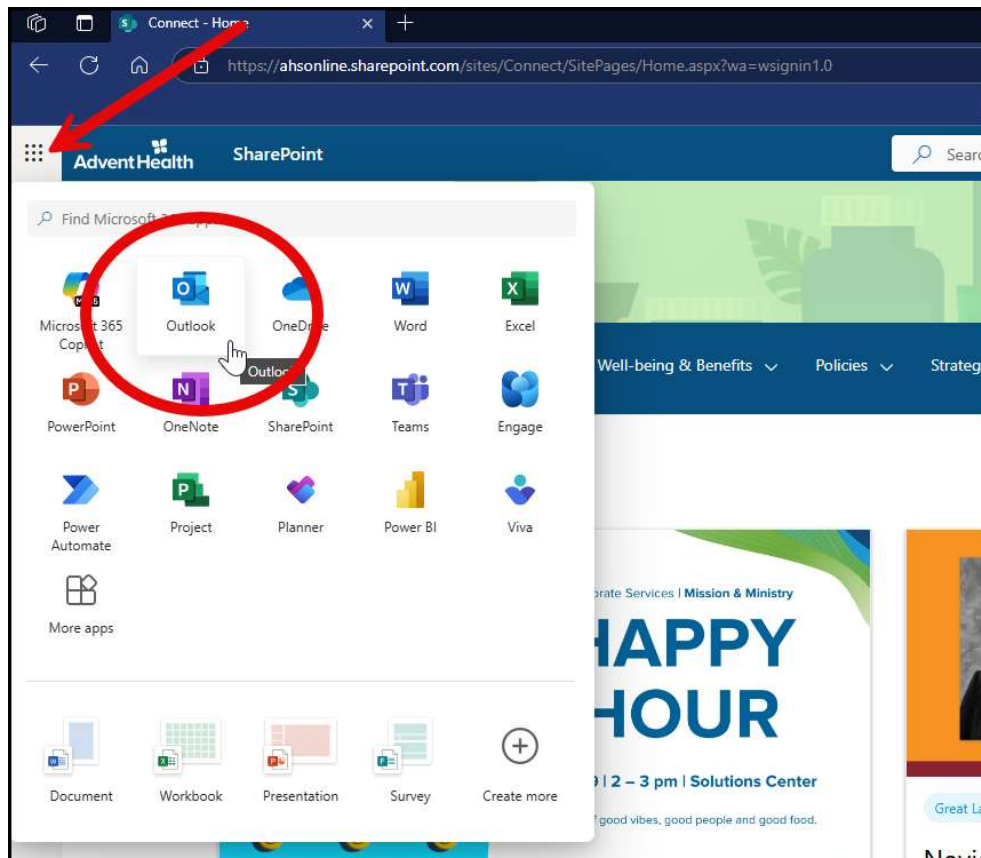
The login page for AdventHealth Office 365. At the top is the AdventHealth logo. Below it is the text 'Office 365'. The main heading is 'Sign in using your Username (OPID)'. There are two input fields: the first is labeled 'OPID' and the second is for a password, indicated by dots and an eye icon. Below the password field is a blue 'Sign In' button. Further down, there is a message: 'If this is a Personal Device you use often, select 'Private' to skip 2-Factor on future logins'. Below this message are two radio buttons: 'This is a public computer' (unselected) and 'This is a private computer' (selected). At the bottom, there are links for 'Forgot / Reset Password' and 'Restart Login'.

*Keep in mind, that when you launch your Edge browser (not Chrome), you will be prompted for a SecureAuth credential. Use the SecureAuth app on your phone to get the code and enter it in the screen shown here.

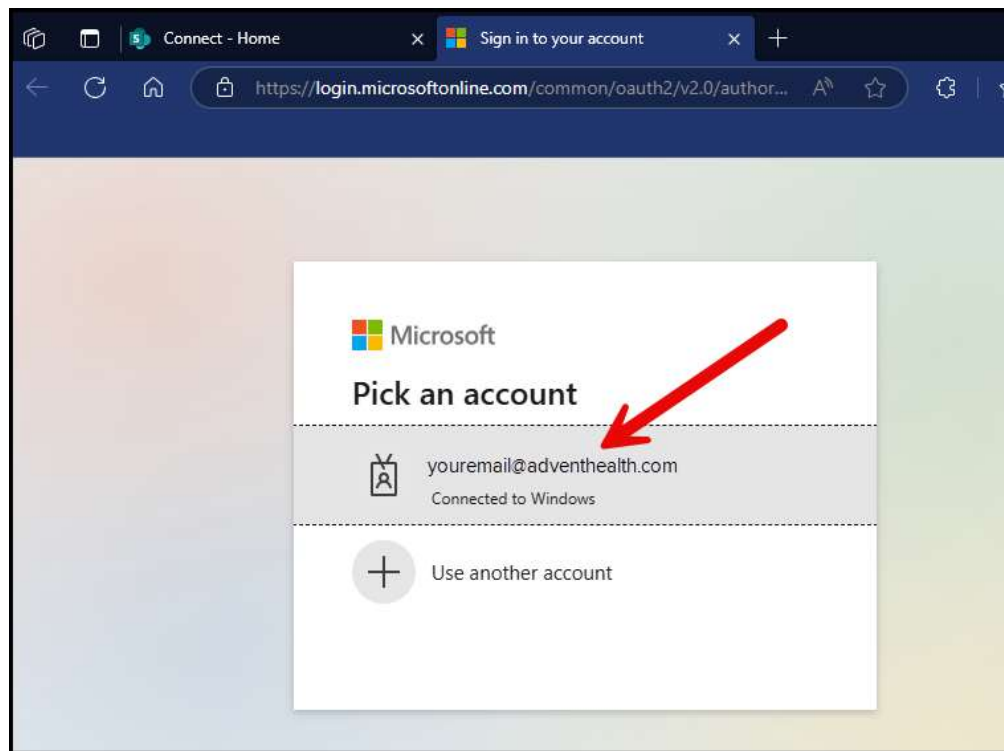


The image shows a login page for SecureAuth. At the top left is a smartphone icon. To its right, the text reads "Enter code from SecureAuth Authenticate or Passcode App". Below this is a "Passcode:" label above a text input field containing the placeholder "Passcode". To the right of the input field is a "Submit" button. At the bottom, there is a link that says "Please click here to use an alternate registration method. Restart Login".

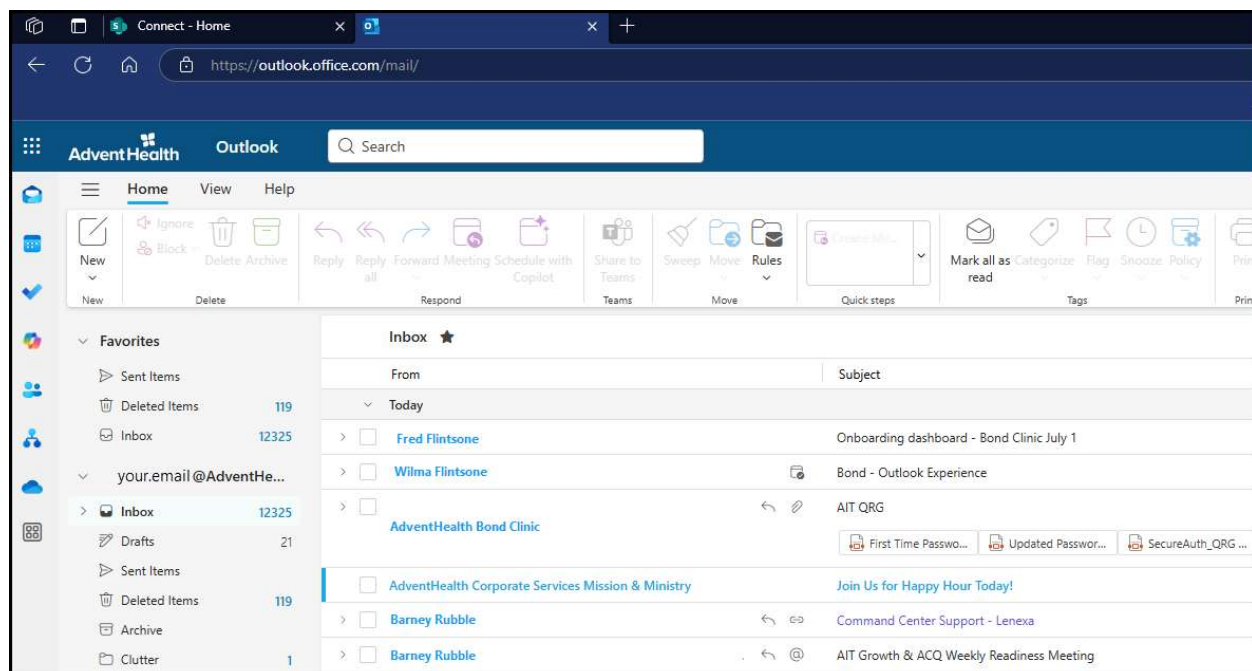
Step 3: After AdventHealth Connect loads, navigate to the “waffle” icon in the top left-hand corner and select Outlook.



Step 4: You may be asked to select the account to open. Select your AdventHealth address.



Step 5: Outlook will open in your browser and look like this.



*Please note, these are the same steps to perform when you want to use other Microsoft applications.