

Logging into Office 365

On an Advocate Aurora Computer, Kiosk, or
External Device



Ways to access Office 365

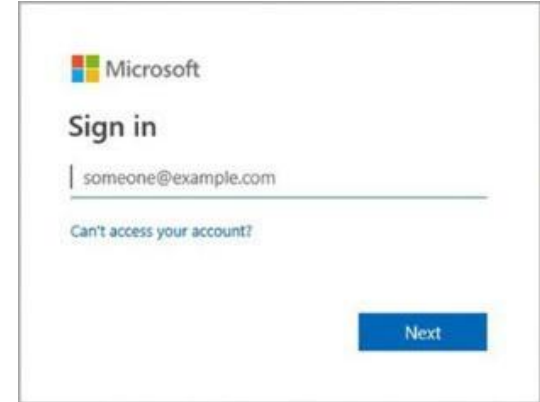
- Advocate Aurora computer
- Kiosk
- External network

Logging in Using an Advocate Aurora Computer

- In an internet browser, enter the URL: <https://outlook.office365.com>
- You will be taken directly to your Outlook Office 365 mailbox.

Logging in Using a Kiosk

- In an internet browser, enter the URL:
<https://outlook.office365.com>
- The Microsoft sign-in page will appear.
- Enter your credentials:
 - Username: Advocate Aurora email address
 - Password: Advocate Aurora network password



Logging in by Kiosk(Continued...)

- The WI sign-in page will appear.
- Enter your credentials:
 - Username: Advocate Aurora email address
 - Password: Advocate Aurora email password



Logging in Externally

- If you are out of the network, the **Duo Push** notification you have previously setup will send a notification.
- You can manually select **Send me a Push**, **Call Me**, or **Enter a Passcode**.
- Approve the Duo Security notification on your phone or device.
- You will be taken to your email account.

