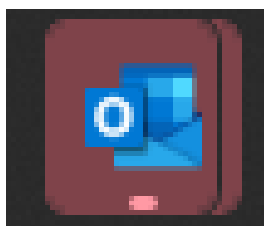


Accessing your St. Joseph Hospital email address through My Apps

Step 1

Open Outlook using desktop link.

(Appearance may change after initial login)



Additional sign in options:

My Apps: Select Outlook Online.

MS Edge: [Outlook](#)

<https://Outlook.office.com>

My Apps

(<https://myapps.microsoft.com/>):

[My Apps](#)

Step 2

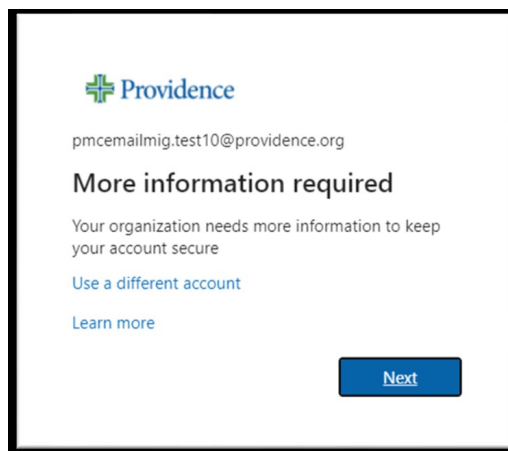
Login using your Providence UPN:
firstname.lastname@providence.org

A screenshot of the Providence Sign in page. At the top is the Providence logo, which consists of a green cross and the word 'Providence'. Below the logo is the text 'Sign in'. Underneath is a text input field containing the placeholder text 'Firstname.Lastname@providence.org'. A blue arrow points to this input field. Below the input field is a link that says 'Can't access your account?'. At the bottom of the page are two buttons: a grey 'Back' button and a blue 'Next' button with a green border.

Accessing your St. Joseph Hospital email address through My Apps

Step 3

If you are prompted with the Multi-Factor Authorization (MFA) process, follow the steps on your screen to login with your Providence UPN and password.



Step 4

Customize your Inbox using OneTeam's Outlook Settings and Tips.

Outlook Online Settings and Tips

