

I don't want to access work emails on my personal phone, however I need to access my work emails from VPN or Webmail when working from home

****Please note you will need to use your personal mobile phone number as your authentication method and can choose either to receive a text message or an AI generated phone call****

1. Watch the 2 minute MFA Video tutorial
<https://vimeo.com/493569693/a818acda7f> (Setting MFA up via text message)
<https://vimeo.com/493569629/9322a32dbf> (Setting MFA via phone call)
2. Click this link to register and setup MFA: <http://aka.ms/MFAsetup>
3. Access to your webmail will work as normal until your email moves to Exchange Online. Only once this has happened and you try to access your webmail from home you will receive a text message or phone call (depending on what you have set up) as the authentication method. Once you have completed the authentication step (via text or phone call) will you be able to access your DHB webmail.
4. Please note if you have saved the DHB webmail link on your computer at home you will need to update this to the new link <http://outlook.office365.com>

If you have not been migrated yet, please watch out for an email in your inbox from the Exchange Online Project team over the next few weeks. This will provide you with more information about the switch to Exchange Online.

If you have any issues or questions, you can sing out to us through any of these methods:

- Come visit us at Telecommunications Room opposite the lifts on L1 Menzies (9am to 3pm, Monday to Friday)
- Log a support call via the [IS Customer Portal](#) (Fix something> Email Migration)
- Call us: IS Service Desk ext 97899 **press '1' when prompted**
- Email us: exchangeonlinehelp@waikatodhb.health.nz

For more information about Exchange Online, you can head to the [intranet page](#).