

## I have a personal device that I access my work emails from

1. Please download the **Microsoft Authenticator** and **Microsoft Outlook** apps on your device. These can be downloaded from the Apple app store or if an Android phone the Google play store
2. Please watch this short 2 minute video on how to set up MFA on your personal device: <https://vimeo.com/493569663/1a3e925bf8>
3. Click this link to register and setup MFA: <http://aka.ms/MFAsetup>

Your emails will continue to work as normal until you get migrated to Exchange Online

The **Microsoft Authenticator App** looks like this:



The **Microsoft Outlook App** looks like this:



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 on what you need to do to access your email via the Microsoft Outlook App on your mobile devices after your migration.

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](mailto:exchangeonlinehelp@waikatodhb.health.nz)

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