Outlook 365: Webmail Access

1. From any computer, **launch either Internet Explorer or Google Chrome**, **and go to** https://portal.office.com.

   Note: If unable to log into portal.office.com, use bhapps.beaumont.org and click the Outlook icon. If both do not work, create a Service Request with manager approval to gain access.

2. Another option going directly to their mailbox using the link https://outlook.office365.com. This option was communicated to the private physician offices.

   **Note:** When using a Beaumont PC on the Beaumont network, access OWA via https://mail.beaumont.org.

Beaumont

To minimize phishing attacks and ensure the security of protected health information, access to email though mail.beaumont.org will be restricted. **Please note this change only impacts external Outlook Webmail accessed via a web browser. Access to email via the Outlook app on mobile devices such as phones, iPads and other smart devices will not be impacted.** Send any questions or inquiries regarding this change to email_team@beaumont.org. If you have questions about accessing email via the Outlook app, contact the IT Service Desk.

This message was sent to all Beaumont employees from
Beaumont Health Communications.

After logging in, the following screen with a link that redirects the user to the migrated mailbox. **This works only when using a Beaumont device on the Beaumont Network**.

Use the following link to open this mailbox with the best performance:
http://outlook.com/owa/beaumont.org/125935@beaumont.mail.onmicrosoft.com

More details...

3. **Enter a Beaumont assigned email address** which consists of firstname.lastname@beaumont.org, e.g., john.doe@beaumont.org. Do *not* use @contractor.beaumont.org or @beaumont.edu. **Click Next**.
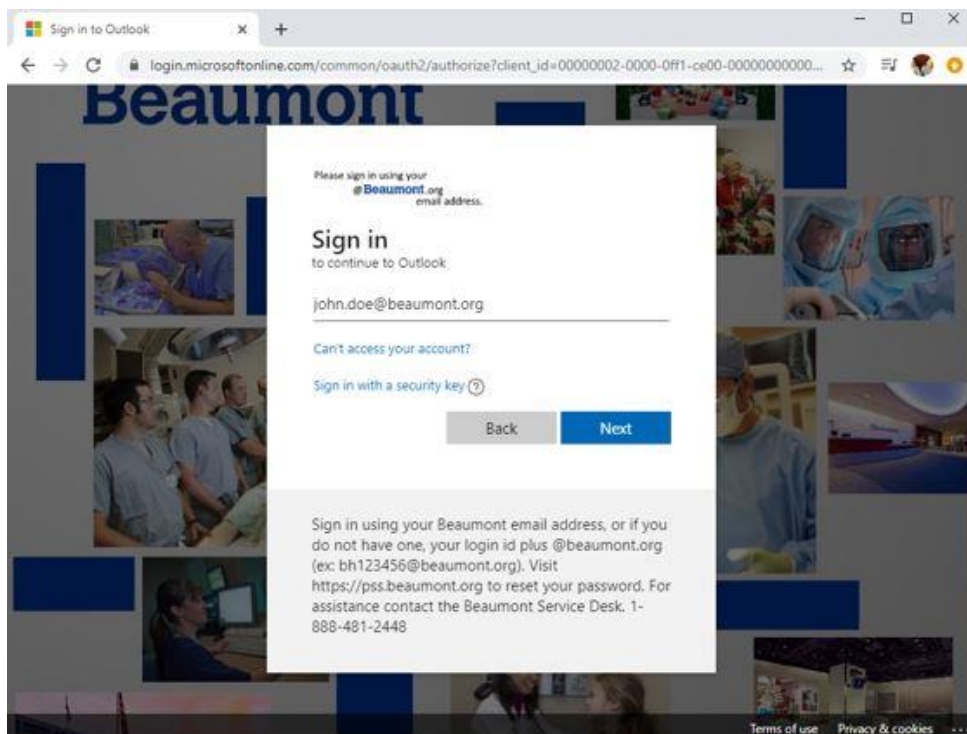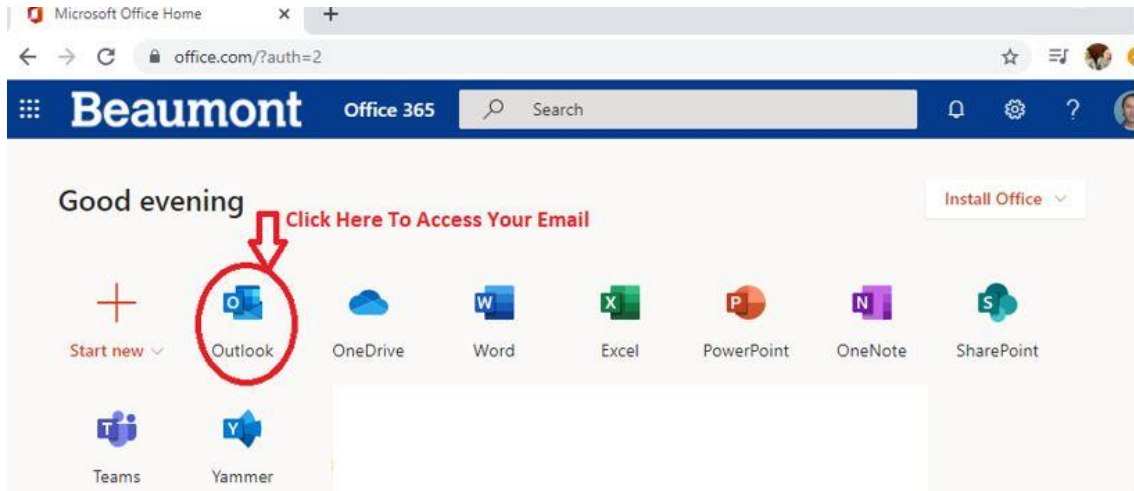
4. **Enter the Beaumont password** typically used to log in **and click Sign in**.
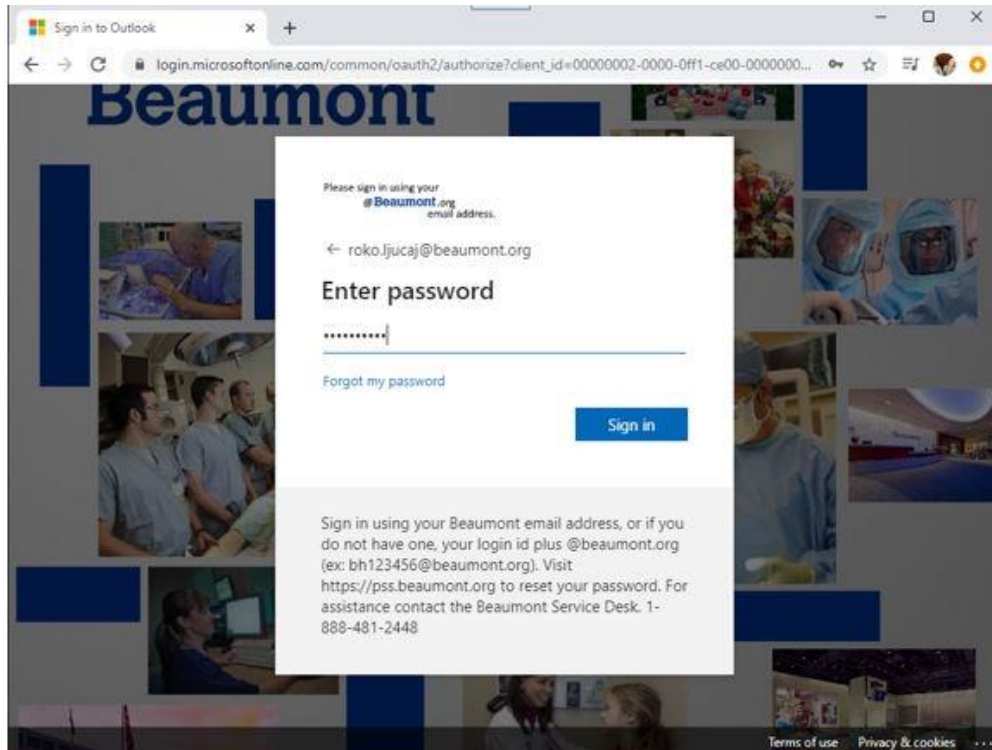
5. Check the box next to Don't show this again, if it appears, and then click Yes to continue.
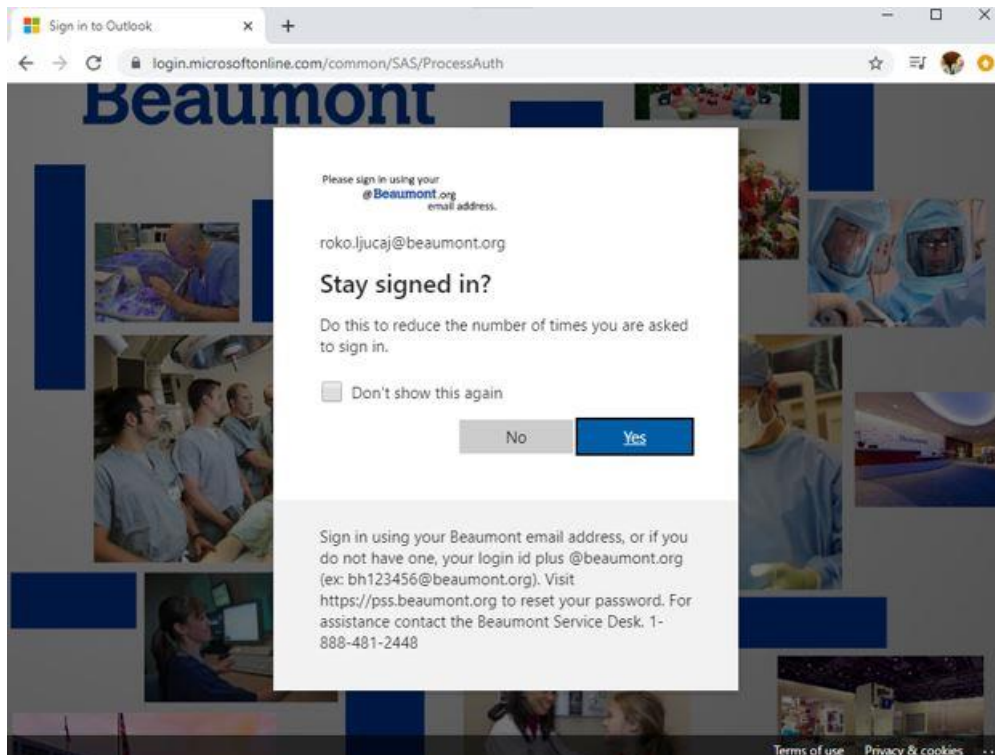
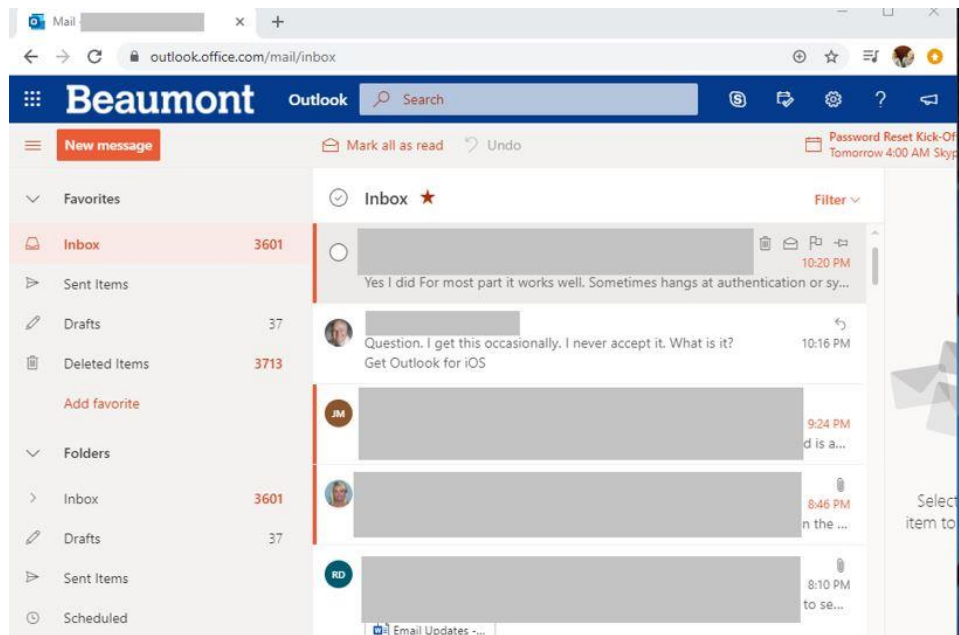6. **Click the** Outlook **icon** to access email.

7. If accessing Outlook 365 for the first time, select **English (United States)** and click the dropdown for Time zone, select **Eastern US and Canada** the click **save** to continue.

Note: Once set, this screen should not subsequently appear when accessing email via Outlook Web.

8. Outlook 365 should show.

Direct questions and concerns to Beaumont's IT service desk at (888) 481-2448 or email_team@beaumont.org.