

Welcome to Wellstar Microsoft 365 (M365)! To get started with your Wellstar email account and all of the Microsoft applications like Outlook, Teams, Excel, Word, and PowerPoint, simply follow this guide.

Before you get started:

- **Claim your OneID and set up Multi-Factor Authentication (MFA)** if you have not already done so. Please see the appendix for instructions on completing these pre-requisites.
- **Log into your computer and other AU applications** using your Augusta.edu username and password. You will continue to use your Augusta.edu username and password to log into your computer and AU applications until your device is swapped and applications shift to the Wellstar versions later this year.
- **You will use the web versions** of Microsoft applications, impacting how you launch the tools and what functionality is available to you, until you swap your device later this year

Content Overview

1. [Use an Incognito/InPrivate web browser.](#)
2. [Connect to M365 online.](#)
3. [Access your M365 applications online.](#)
4. [Update meeting locations and attendees.](#)

As needed:

5. [Update shared mailboxes.](#)
6. [Update distribution lists.](#)
7. [Use 'desktop' versions of Microsoft Office apps](#)
Outlook, Excel, Word or PowerPoint
8. [Install Outlook on a mobile device.](#)
9. Set up Outlook on a mobile device.
 - a. [iPhone](#)
 - b. [Android](#)

Appendix

Instructions for Prerequisites

- A. [Claim your OneID](#)
- B. [Set up your MFA](#)

Need Help?

If you have any questions or concerns, please contact the **Wellstar Implementation Support Line** at **470-610-0720**.

1. Use Incognito (Chrome) or InPrivate (Edge) web browser

You will be using the online versions of Wellstar Microsoft applications and will need to follow the steps below to access.

If you use the Windows start menu or desktop shortcuts to launch Microsoft applications, these may give you errors and should not be used.

If you have a new Wellstar Office 365 icon

Double-click on the new Wellstar Office 365 on your desktop

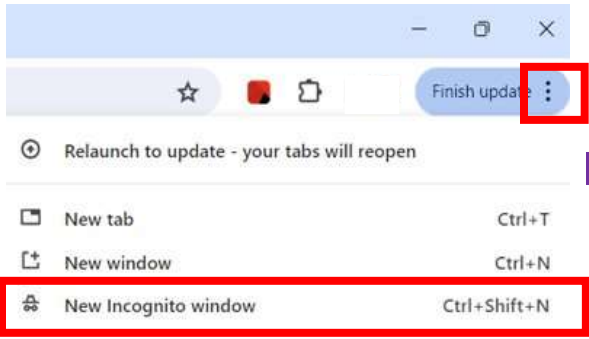


Go to Step 2.2: Connect to Microsoft Online

If you prefer Google Chrome



Open a new window in chrome by clicking on the 3 dots and selecting "New Incognito Window"

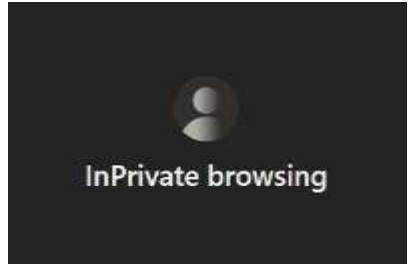
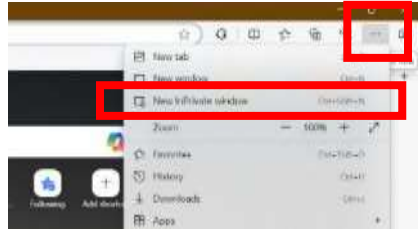


Go to Step 2.1: Connect to Microsoft Online

If you prefer Microsoft Edge



Open a new "InPrivate" window by clicking on the 3 dots and selecting "New InPrivate Window"



Go to Step 2.1: Connect to Microsoft Online

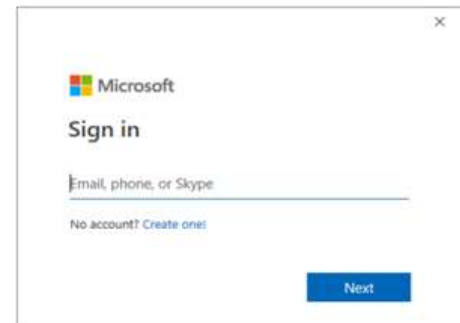
2. Connect to Microsoft 365 Online

Login to your Wellstar M365 account using your Wellstar username and password

1. Enter office.com in the **Incognito** or **InPrivate** browser and click **“Sign In”**



2. You will then be prompted to a sign in screen where you will enter your **@wellstar.org** email address and click **“Next”**



3. Enter your **OneID password** and click **“Sign In”** when prompted



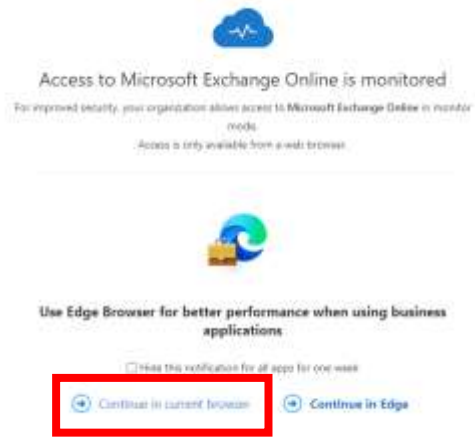
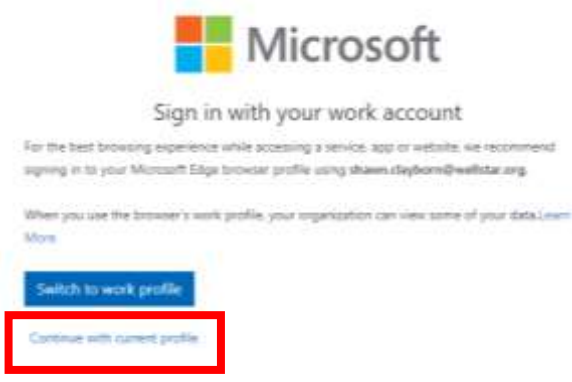
4. When you see the screen at right, enter the two-digit code shown into Microsoft Authenticator on your mobile device



5. If you are prompted to stay signed in to all your applications, UN-CHECK or clear this checkbox and click **“OK”**



6. You may see a screen suggesting you sign in with your work account or directing you to use Edge. If so, click **“Continue with current profile”** or **“Continue with current browser.”**

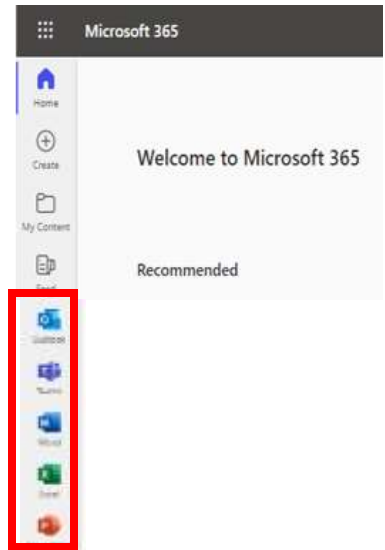


3. Access your Wellstar M365 applications online

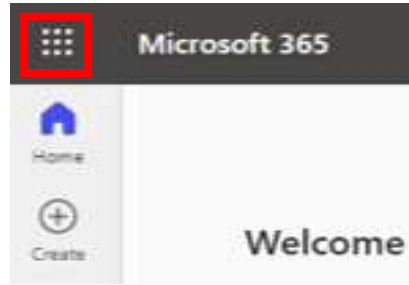
You will primarily use the online versions of Wellstar Microsoft applications until you swap your device later this year. When needed, you will be able to access the full version using the Wellstar Virtual Desktop Interface (VDI).

- 1. Once you log into **Office.com**, you will be taken to a Microsoft 365 landing page.

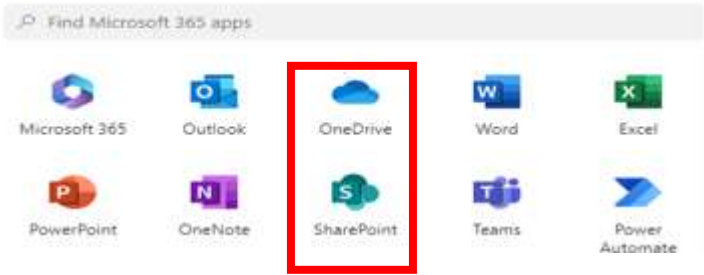
On the left side of the screen, clickable icons will take you to Outlook, Teams, Word, Excel or PowerPoint.



- 2. To access additional applications like SharePoint or OneDrive, click on the grid in upper left.



- 3. The pop-up screen will allow you to select your desired application.



4. Update meeting locations and attendees*

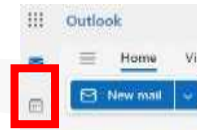
Adjust meeting locations based on the type of meeting.

Getting into Outlook

Click on the Outlook icon...

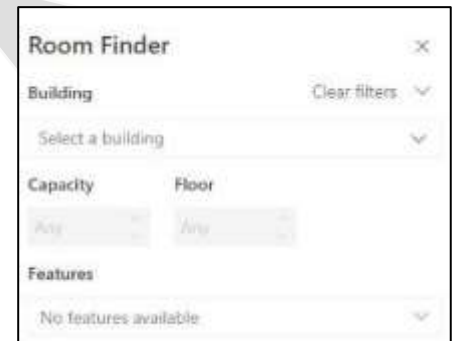
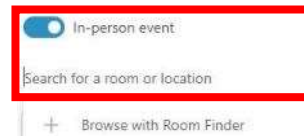


Then on the Calendar icon to access your calendar.



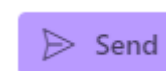
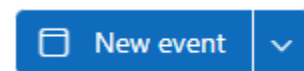
In Person Meetings

1. **Edit** the meeting
2. **Update attendees** to their new Wellstar email addresses as appropriate.
3. **Important!** Remove the current location then **Search for a room or location** or click **“Browse with Room Finder.”**
4. If using the **Room Finder**, use the options displayed to find a suitable location.
5. Once edited, click **“Save”** and you are all set!



Virtual Meetings

1. Open a migrated virtual meeting.
2. Click on the ‘popout’ icon in the upper right of the migrated event.
3. Create a **“New Event”**. *Duplicating the event will not work.*
4. Replicate the migrated event details, other than location, in the new meeting, updating attendees to their new email addresses as needed.
5. In the new event, slide the Teams meeting option to **“On.”**
6. Once the new event has all the details needed, click **“Send.”**
7. Confirm you copied everything necessary, including attendees, and then click **“Cancel”** on the migrated meeting version and you are all set.



*You will only be able to update the meetings you created
[Content Overview](#)

5. Update shared mailboxes

Shared mailboxes owned by a WMCGH employee will be migrated, but you likely need to adjust access.

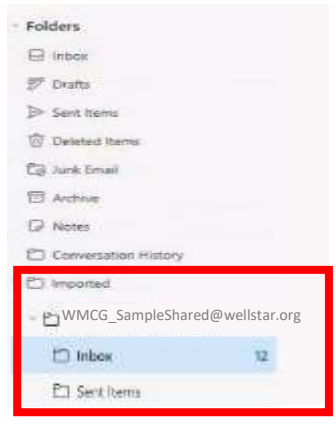
Getting into Outlook

Click on the Outlook icon... Then on the Calendar icon to access your calendar.



To access and use shared mailboxes:

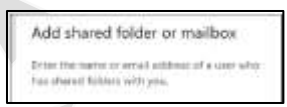
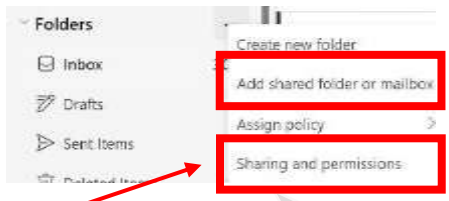
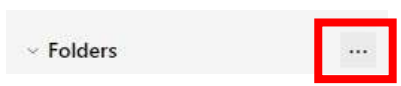
1. Within your Inbox, go to the **Folders** section. You should see an **Imported** folder with each of the shared mailboxes you own or have access to.
2. Click on a **shared mailbox** then **Inbox** or other folders to view content and begin using the mailbox.



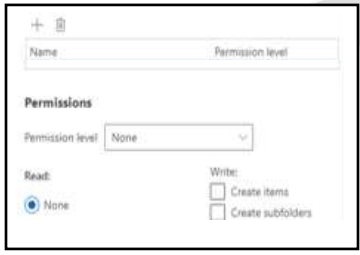
Your shared mailbox will henceforth have “WMCG_” in front e.g., WMCG_SampleShared@wellstar.org.

To add or adjust permissions:

1. Within your Inbox, go to the **Folders** section. Click on the **three dots** when they appear.
2. To add a missing mailbox, select **“Add shared folder or mailbox”** then enter the shared email address then click **“Add.”** If unsuccessful, the owner may need to adjust permissions.
3. For owners to adjust permissions, select **“Sharing and permissions.”**



Next, select the relevant mailbox, adjust permissions below and click **“OK.”**

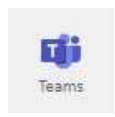


6. Update distribution lists

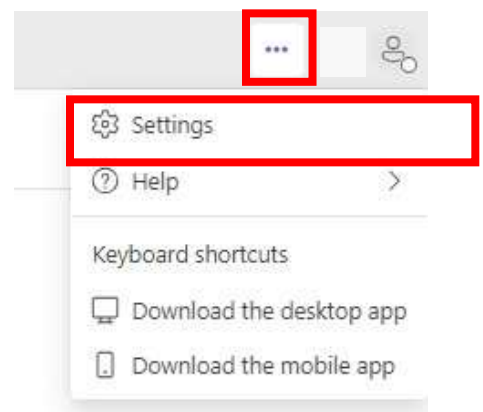
Distribution lists you own will be migrated, but you need to review and may need to adjust recipients.

Getting into Teams

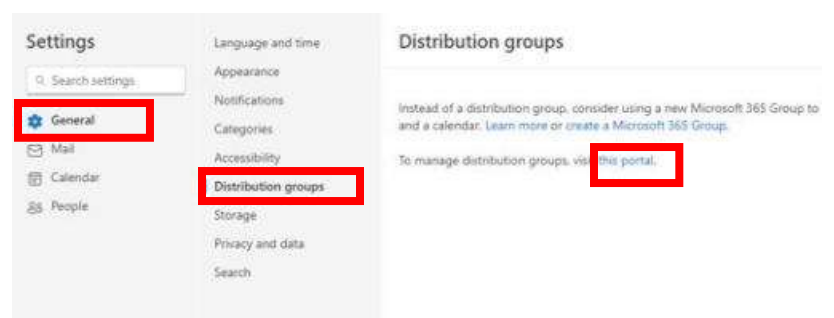
Click on the Teams icon.



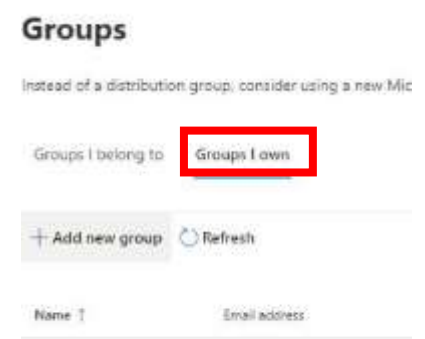
1. Within Teams, click on the *three dots* next to your picture in the upper right then **“Settings.”**



2. Within Settings, click on **“General”** then **“Distribution Groups”** then **“this portal.”**



3. Within the new Groups window, click on **“Groups I own”** to see, update, and recreate groups and members as needed.



7. Use 'desktop' versions of Microsoft Office apps

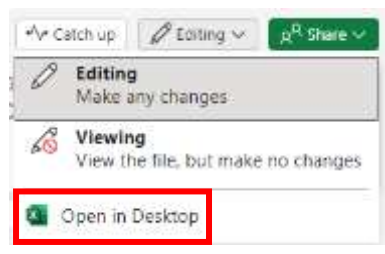
If you prefer, once you are working on VPN in the browser version of an M365 application such as Word, Excel or PowerPoint, you are able to open them in the Desktop version by following the steps below:

1. Access the Augusta VPN network. Use your Augusta credentials to do so.
2. Open the online version of the file you would like to use with 'full' desktop functionality as described in [section 3](#).
3. Once open, click the **Editing** button.



4. Next, click **Open in Desktop**.

Note: *The option to Open in Desktop will work for Word, Excel, and PowerPoint*



5. You may be prompted with several messages related to access. This is normal. If you see any of the dialog boxes shown, click "OK".



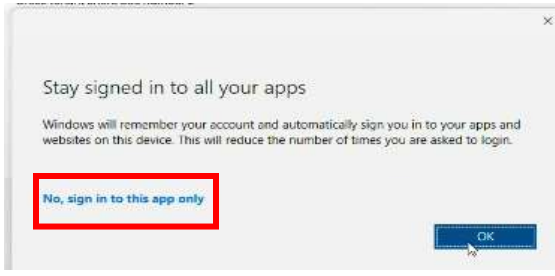
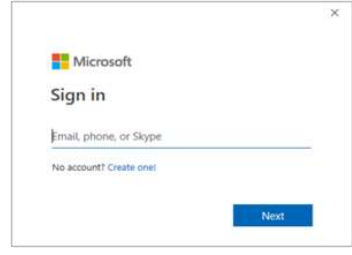
6. If you are prompted to sign-in with your M365 login credentials, enter your @wellstar.org email address and click “Next”.

7. Enter your OneID password and click “Sign In” when prompted to proceed.

8. As part of Wellstar multi-factor standards, you will be asked to enter the code shown into Microsoft Authenticator on your mobile device.

9. If you are prompted to stay signed in to all your applications, click “No, sign in to this app only”.

10. You will now be able to edit content in the ‘full’ desktop versions of Microsoft applications!



Pro Tip – Within the ‘full’ desktop application, there may be times when you need to switch between your M365 profiles (Augusta.edu and Wellstar.org).

To change your profile, simply select the icon in the upper right corner near your name and choose the appropriate account, as shown in the picture.



8. Install Outlook on a mobile device

To access Wellstar email from a mobile device, Wellstar Security requires the use of the Outlook mobile app.

iPhone

11. Open the **App Store** on your iPhone.



12. Within the App Store, search for 'Microsoft Outlook.' Tap **"Get"** to install Microsoft Outlook.



Android

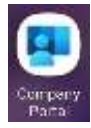
1. Open Google Play on your Android device.



2. Within Google Play, search for 'Intune Company Portal' and tap **Install**.



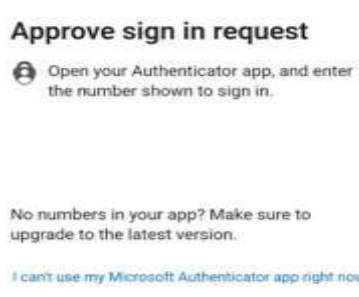
3. Launch the Company Portal app on your phone. Tap **"Sign in."**



4. Enter your Wellstar email address and tap **Next**. Enter your OneID Password and tap **Sign in**.



5. Approve sign in request number will display on your phone.



The Microsoft Authenticator notification will automatically display on your phone. Enter the number provided. Tap **Yes**.

6. The Approve Sign In window will appear. You will need to enter your personal phone lock password.



7. Go to the Google Play store and search for 'Microsoft Outlook' and tap **Install**.



Pro Tip - Installing Intune Company Portal will allow Wellstar to remove the Outlook application and content contained from your device.

9. Set up Outlook on a mobile device

Once you install the Microsoft Outlook App, set up your email account

iPhone

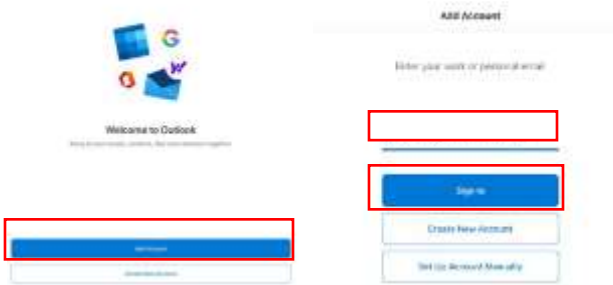
1. Open the **Microsoft Outlook App**
2. If you already had the Microsoft Outlook app, **Click on the Hub icon or your initials in the upper left corner**, then tap icon with the 'Mail+' icon and select 'Add an Email Account' to add your Wellstar.org email account



Skip this step if you are only using Outlook for Wellstar emails.



3. When prompted, enter your new Wellstar email address, then tap **"Add Account."**
4. Enter your Wellstar email address and OneID password and tap **"Sign in."**



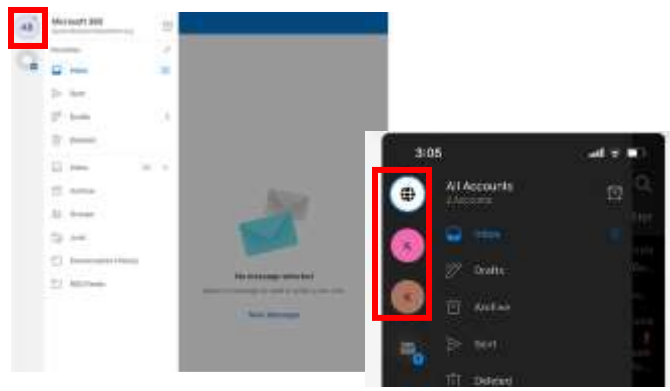
5. You will then be prompted to Get the Microsoft Authenticator app.
6. A push notification will then be sent to your device to confirm.



Confirm the push notification. **You may have to confirm the push notification 1-3 times to synchronize.**

7. Outlook will now display your Wellstar email on your mobile device!

If you are using the Outlook app for other email accounts, you can click on the hub icon or your initials in the upper left corner to switch between accounts.



Android

1. Open the Microsoft Outlook App



2. You will be prompted to create 6-digit PIN. Enter the PIN then tap **ok**.

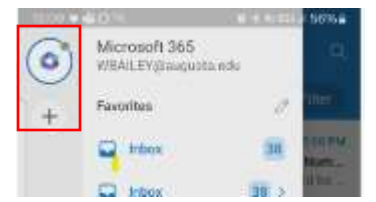


3. Confirm your PIN and tap OK.

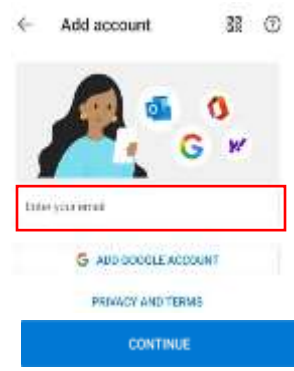
4. If you are only using Outlook for your Wellstar email account, tap **“ADD ACCOUNT.”**

Or

If you are already using Outlook for other email accounts, click on the Hub icon or your initials in the upper left corner, then tap icon with the ‘+’ icon and select ‘Add an Email Account’ to add your Wellstar.org email account

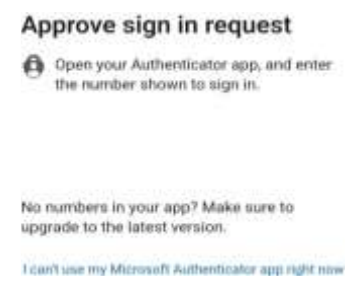


5. Enter your Wellstar email address and tap Continue.



6. Enter your OneID password and tap **Sign in**.

7. Approve sign in request number will display on your phone.



8. The Microsoft Authenticator notification will automatically display on your phone.

Enter the number provided and then tap **“Yes”**.

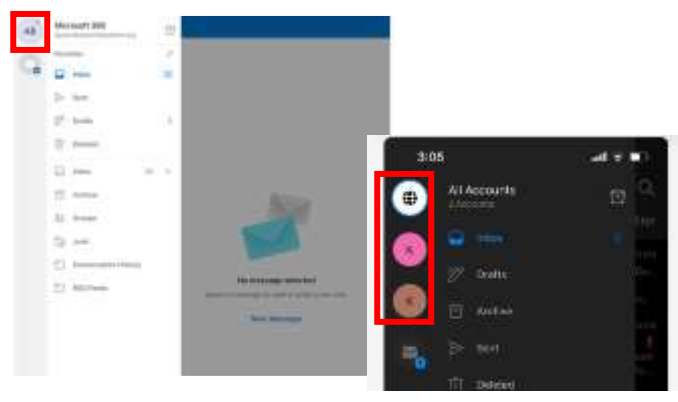


9. Enter the personal 6-digit PIN created from Microsoft Intune.



10. Outlook will now display your Wellstar email on your mobile device!

If you are using the Outlook app for other email accounts, you can click on the hub icon or your initials in the upper left corner to switch between accounts.



Pro Tip – Setting up Outlook with your Wellstar email account will impact your personal phone lock password if it is currently less than 6 digits long.

APPENDIX

If you have not already, you will need to complete the following steps before you start using M365:

1. Claim your OneID
2. Set up Multi-Factor Authentication (MFA)

1. Claim your OneID

Find the most **recent email** from **oneid@wellstar.org** in your inbox or spam folder and follow instructions / link provided.

Once you claim your OneID, your future Wellstar email will be emailed to your Augusta email address from wellstarmfasupport@wellstar.org.

2. Set up Multi Factor Authentication (MFA)

Once you have your username (Wellstar email address; typically first.lastname@wellstar.org) and password (OneID password), visit welcometowellstar/mfa for instructions on how to install and register the Microsoft Authenticator app.

- **Important!** When you are on step B1 (Computer Setup), **use a new browser window in In Private (Edge) or Incognito (Chrome) mode** so that you can use your Wellstar credentials instead of your AU login.
- The welcometowellstar/mfa site also contains a helpful video, answers to common questions and troubleshooting recommendations

Need help?

If you have claimed your OneID but forgotten your password, please use this link to reset: <https://wellstar.identitynow.com/>.

Please contact the **Wellstar Implementation Support Line** at 470-610-0720 if you have any questions or need support.