Access Office 365 While Working Remotely

Follow the steps below to access Office 365 while working outside an Atrium Health facility. This is the quickest and easiest remote access option for email and calendar (Outlook), documents (SharePoint/OneDrive), and meetings (Teams/Skype). *Please Note: You must have phone factor authentication configured before you can access Office 365 remotely.*
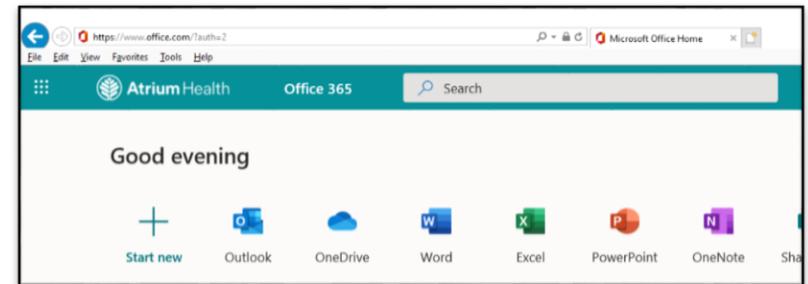
Access Office 365 from the Atrium Health Connect for Employees Page

1. Select the link below or type the address in your browser to access the **Atrium Health Connect for Employees** page:

   https://atriumhealth.org/atrium-health-connect

2. Scroll down to the Office 365 Section

IAS Education
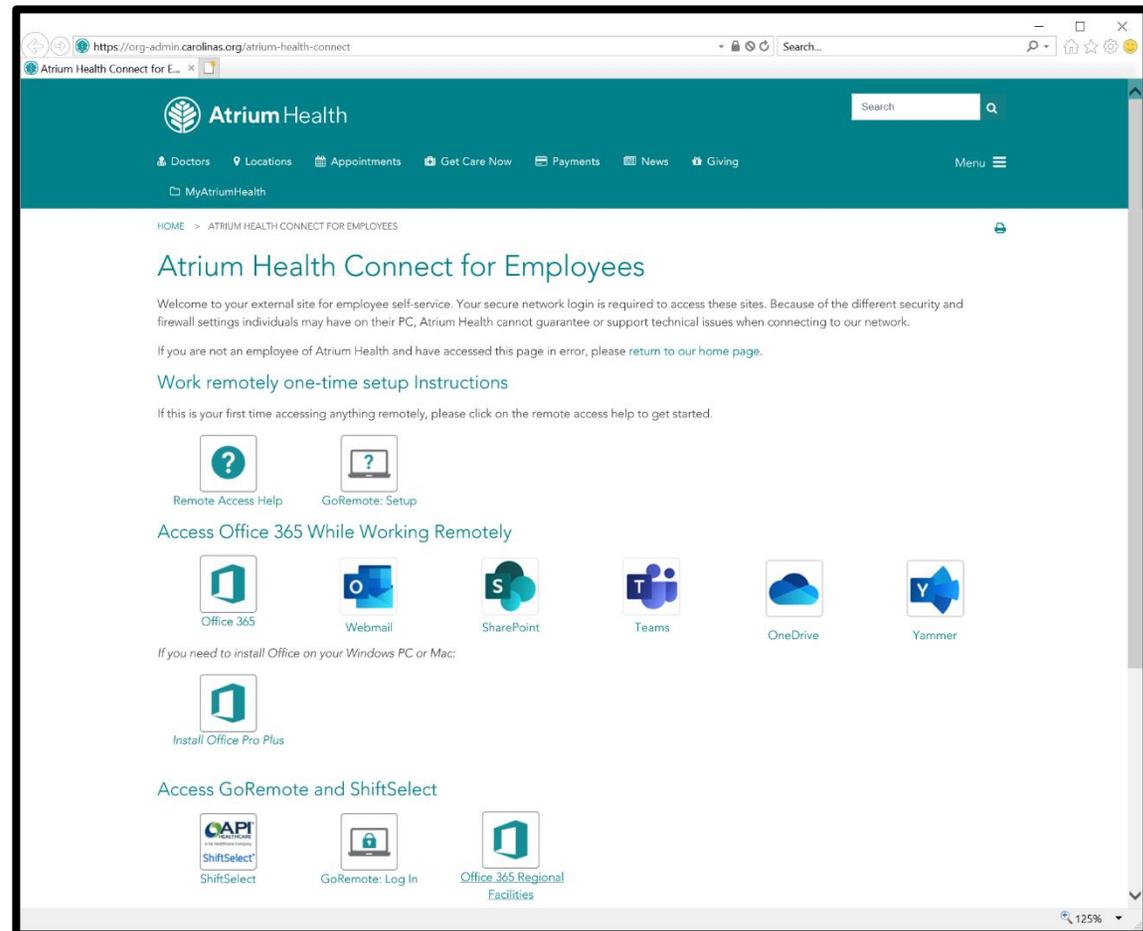
Atrium Health

3. In the Office Welcome page, click **Sign In**.

   If the system recognizes you, select your Atrium Health account and Office will open.

4. Type your Atrium Health email address and click **Next**.

   Please note: *If your hire date is before April 2018, then your login is still @carolinashealthcare.org. April 2018 and after is @AtriumHealth.org*

5. In the Atrium Health sign in page type your system password and click **Sign In**.

6. Complete the **Authentication** on your phone per instructions through the GoRemote access.

7. Check **Don't show this again**.

8. To Stay Signed In, select **Yes**.

IAS Education

© March 2020, Atrium Health