

Access Office 365 While Working Remotely

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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.

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Access Office 365 from the Atrium Health Connect for Employees Page

 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

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| | HOME > ATRIUM HEALTH CONNECT F | OR EMPLOYEES | | | | Ð | |
| | Atrium Health | n Connect | for Employ | /ees | | | _ |
| | Welcome to your external site for firewall settings individuals may h | r employee self-service. Y nave on their PC, Atrium I | ′our secure network login Health cannot guarantee | is required to access th or support technical issu | ese sites. Because of the di ues when connecting to our | fferent security and network. | |
| | If you are not an employee of Atr | ium Health and have acc | essed this page in error, j | blease return to our hon | ne page. | | |
| | Work remotely one-ti | ime setup Instru | ctions | | | | |
| | If this is your first time accessing | anything remotely, pleas | e click on the remote acc | ess help to get started. | | | |
| | Remote Access Help G | ioRemote: Setup | | | | | |
| | Access Office 365 Wh | nile Working Rer | motely | | | | |
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| | Access GoRemote an | nd ShiftSelect | | | | | |
| | ShiftSelect G | leoRemote: Log In | Office 365 Regional | | | | |
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3. In the Office Welcome page, click **Sign In**.

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

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|------|---|
| Pick | an account |
| Ř | Jackson, Albert L Albert.Jackson@carolinashealthcare.org Connected to Windows |
| + | Use another account |

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.

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