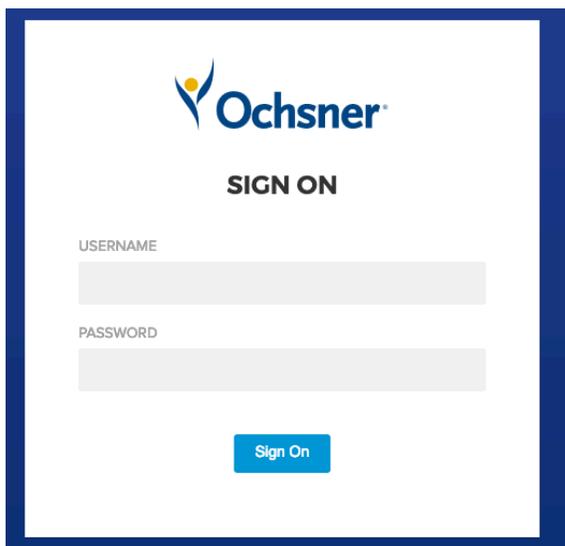


## Access Outlook for the Web for the First Time

1. Go to <http://webmail.ochsnerlsuhs.org/>.
2. Enter your new Ochsner ID and the new password and click **Sign On**.

A screenshot of the Ochsner Sign On page. The page features the Ochsner logo at the top, followed by the text "SIGN ON". Below this, there are two input fields: "USERNAME" and "PASSWORD". At the bottom of the form is a blue "Sign On" button. The entire form is enclosed in a dark blue border.

3. The first time you login to Outlook for the web, you will be asked to set additional security questions. This is the Ochsner Single-Sign On solution and it requires two-factor authentication. That can either be your security questions or a one-time passcode that will be called to you via telephone or sent to you via SMS. That is why it asks for your telephone numbers.



### Security Enhancements

**Please note:** We have made some changes to our account login process.

#### What Does It Mean?

At logon, we may ask to verify your identity using the information that you will provide in the following screens.

#### What's Next?

- Select and answer 3 challenge questions.
- Enter 1 or more phone numbers that we can use to verify your identity.
- Indicate SMS-enabled devices.
- Register your computer.
- Confirm your settings.

Cancel Continue

4. Click **Continue**.



Enrollment

At logon, we may ask to verify your identity using the information below.

Select and answer 3 challenge questions.

Question:

Answer:

Question:

Answer:

Question:

Answer:

Enter your 1 Phone Number(s)

Country Code 1

Phone Number 1

SMS

Cancel Continue

5. Choose three security questions and enter your phone number. If you wish to be able to receive the one-time passcode via SMS, check the **SMS** box.
6. Click **Continue**.
7. Once you get to the Outlook website, set your time zone correctly.