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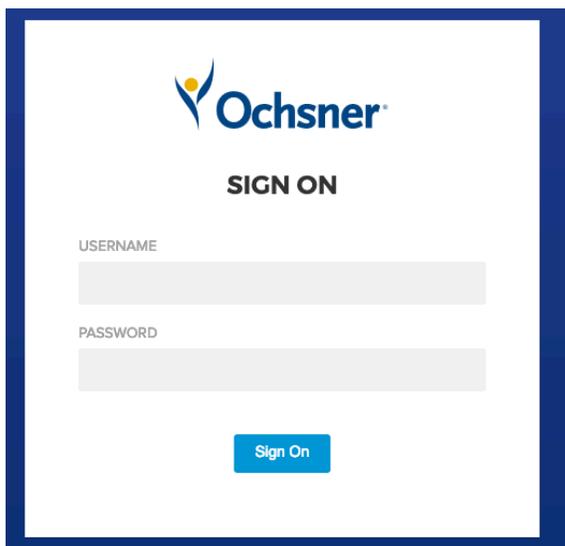
3. The first time you login to Outlook for the web, you will be asked to set additional security questions. This is the Ochsner Single-Sign On solution and it requires two-factor authentication. That can either be your security questions or a one-time passcode that will be called to you via telephone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

4. Click **Continue**.

Ochsner

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

Select and answer 3 challenge questions.
Question:
Please select a challenge question ▼
Answer:

Question:
Please select a challenge question ▼
Answer:

Question:
Please select a challenge question ▼
Answer:

Enter your 1 Phone Number(s)
Country Code 1
USA (+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.