

## Accessing Email from a Brookwood Baptist Health Device or Webmail

### Purpose

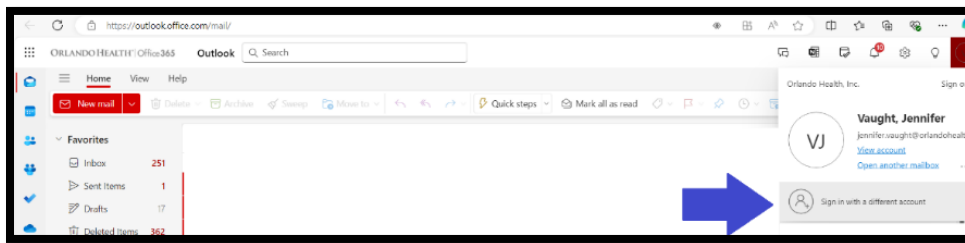
Starting October 1, 2024, Brookwood Baptist Health team members began using Orlando Health (OH) Outlook emails, enabling access to their new emails using these options:

- Log in using Brookwood Baptist Health device
- Log in directly to with Outlook on the Web (Webmail)

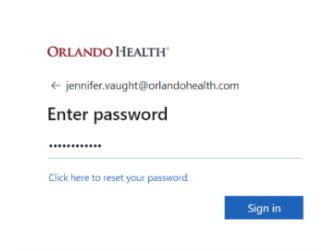
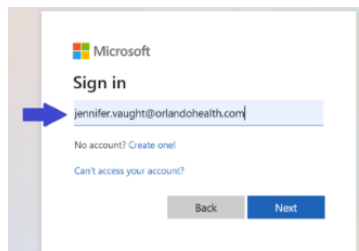
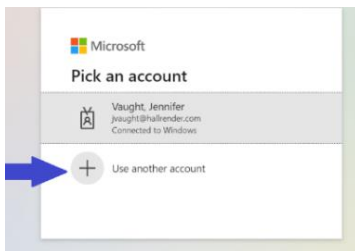
### Log in Using Brookwood Baptist Health Device

To log in using your Brookwood Baptist Health device:

1. Access Office 365 from your Brookwood Baptist Health device.
2. Switch to your OH mailbox by locating and selecting the circle with your initials in the top right corner. A drop-down box will appear.
3. Select **Sign in with a different account**.



4. You will be redirected to a new screen.
5. Select **Use another account**.
6. Enter your OH email address, then your password.



7. Complete the multifactor authentication process (2FA) using the method you signed up for when you created your OH account.
8. Your OH email inbox or M365 access is now active.

**NOTE:** Contact the [IT Service Desk](#) at (321) 841-7378 if you experience issues.

### Log in Directly Using Webmail

To log in using webmail:

1. Log into <https://www.office.com> or use this shortcut for direct email access: <https://www.outlook.office365.com>
2. Complete steps 3-7 in **Log in Using Brookwood Baptist Health Device**.
3. Your OH email inbox or M365 access is now active.

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