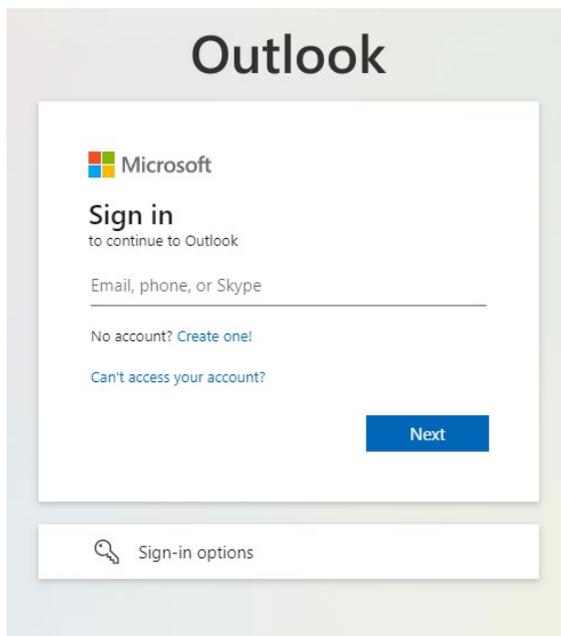


These instructions only apply if you have been migrated to the cloud, if you have not received an email stating that you are migrated, please continue to use the Mailserver.cvwd.org address.

How to access Outlook/email via the web:

Goto outlook.office.com



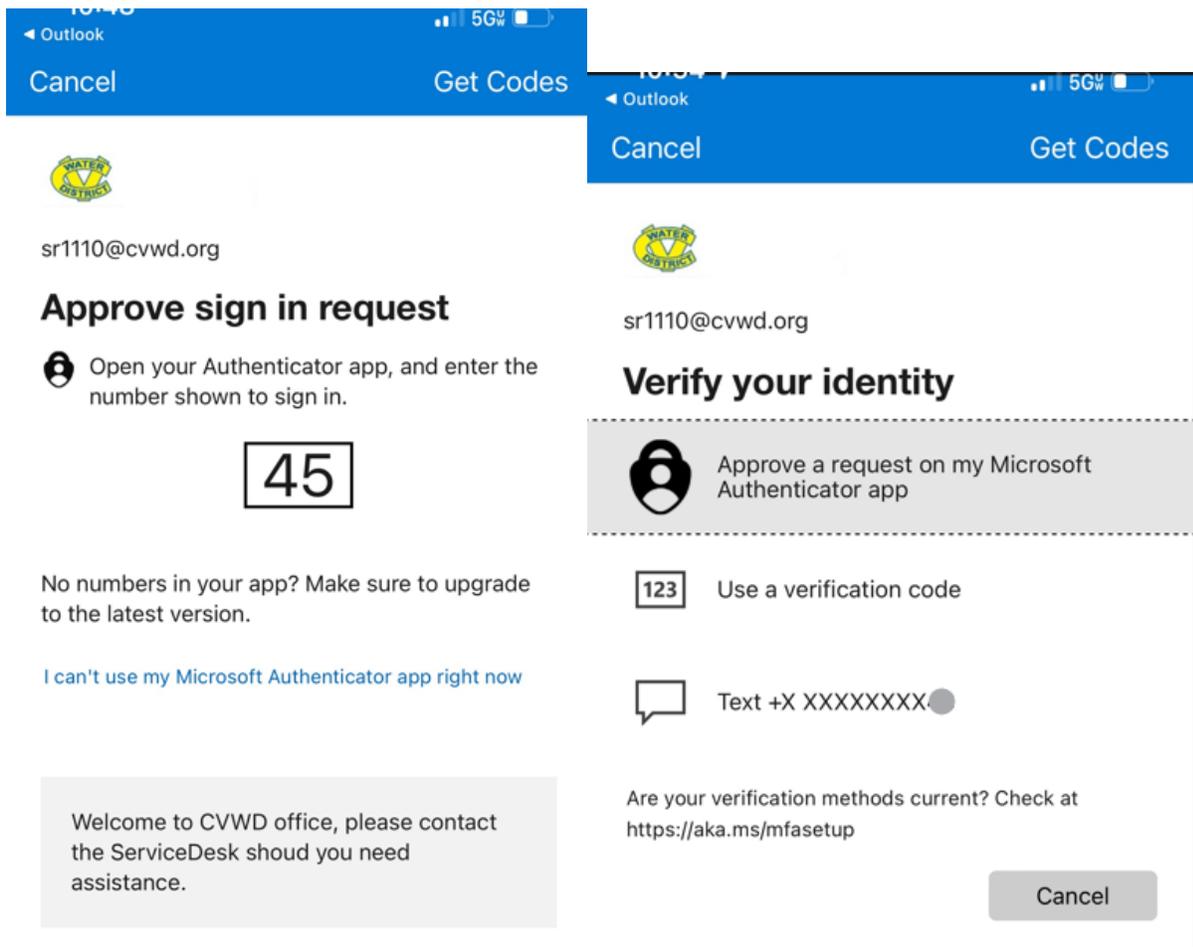
Enter your employee ID followed by @cvwd.org for example "ab1234@cvwd.org" into the sign in box then click "Next" and enter your password normally used to login to any CVWD computer.

On the first window using the Authenticator method you will be presented with a number and then asked to reenter that number to authenticate.

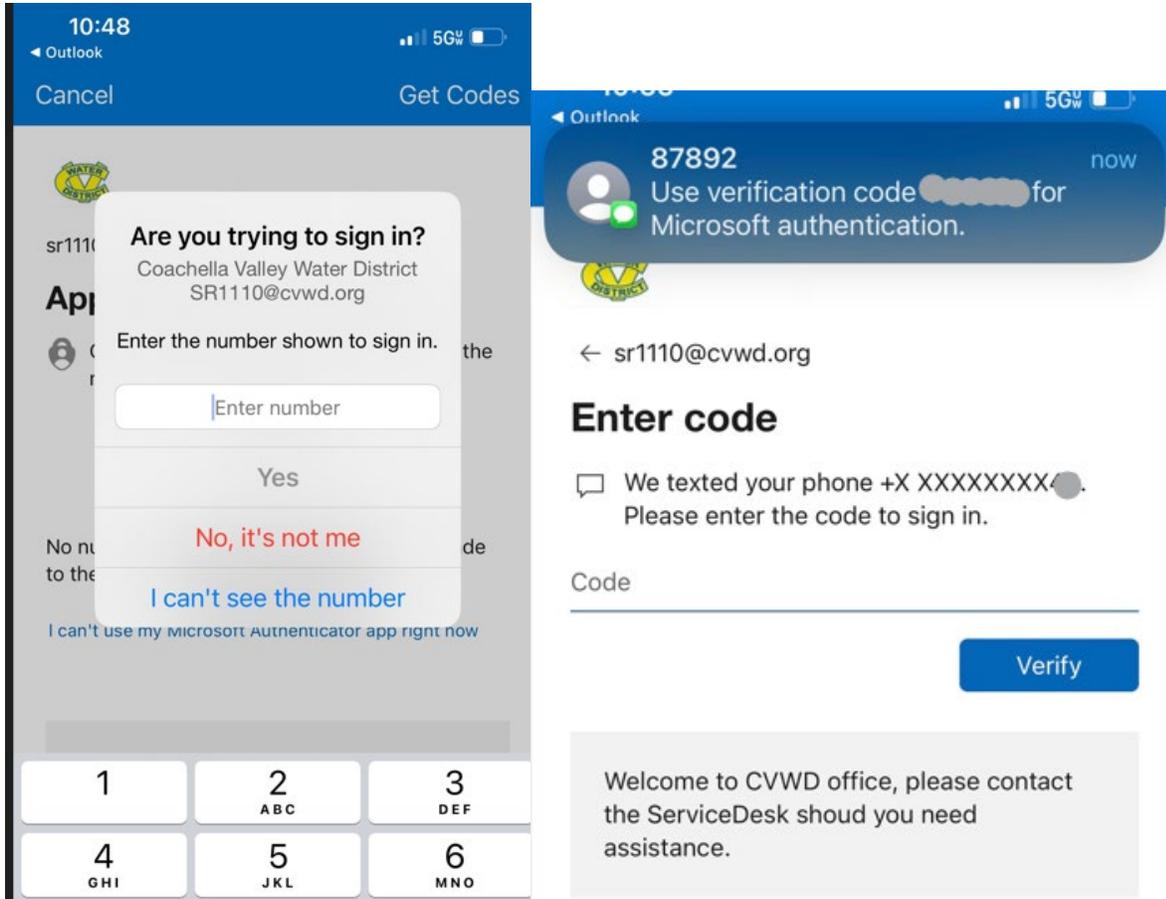
The latter Text method you will be sent a Text message and you may either copy that or enter it manually into the prompt.

You may click "I can't use my Microsoft Authenticator app right now" to force it to text you.

Below are examples of both methods.



As shown below are both confirmation entry screens depending on your chosen method.



Once you have logged in you will be presented with the outlook window, this will be the same if it's the App or the web version.

