

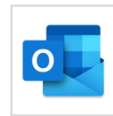
Setting up a health authority email on the Outlook Mail app

Requirements

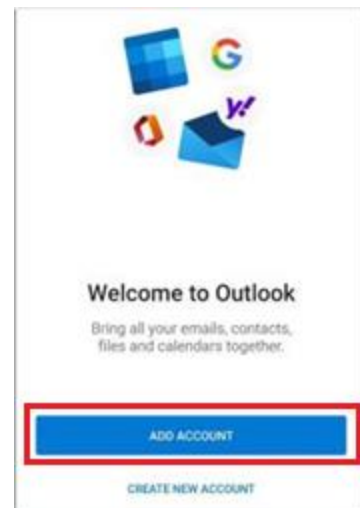
- Access to a health authority (HA) issued email
- Wi-Fi/data enabled iOS or Android mobile device (e.g. smartphone or tablet)
- iCloud turned **off** – click [here](#) for instructions
 - *Avoids contravention of the Freedom of Information and Protection of Privacy Act (FIPPA)*

Set up your health authority email account on Outlook app

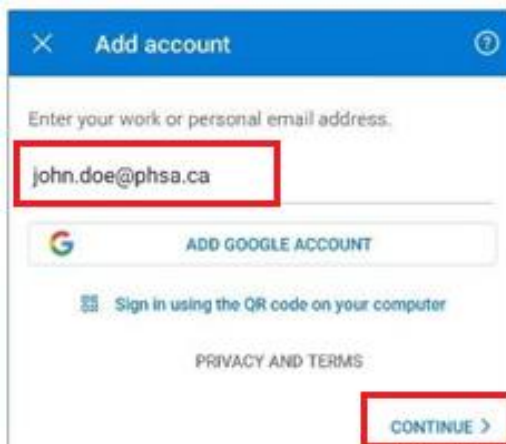
1. Download the Microsoft Outlook Mail app:
 - a. [iOS](#)
 - b. [Android](#)




2. Click on the app and you will be presented with the Welcome to Outlook page. Click **Add Account**.



3. Enter your health authority (HA) email and click **Continue**.



4. You will be presented with the sign-in screen. The **Server** field should be automatically populated with **outlookanywhere.hssbc.ca**.
5. Enter your **domain/username** and **password**.
6. Click **Sign in**. You should now be set up with your HA email account.



Connect Exchange

Email Address
john.doe@phsa.ca

Server (example: server.domain.com)
outlookanywhere.hssbc.ca

Domain\Username
phsabc\john.doe

Password

Description (example: Work)