Jan-Care Office 365 Migration (Exchange Email & online Office Apps)

If you have an email address with Jan-Care this will affect you. We are going to be migrating to Office 365 and Exchange for email. When you visit mail.jancare.com this will eventually redirect to outlook.com, however for the first week or so of the change over please use WWW.OUTLOOK.COM. Your email address will not change, and you will not miss emails. However, your password will change Jancare2022 and it will prompt you to change it the first time you login.

MFA (Multi factor authentication) will also be mandatory for your account, there are two ways to do it: The Authenticator app, or via text message. Text message is the easiest and I highly recommend you use it.

For those persons that want to get email on their phone you will be required to use Microsoft Outlook available in the Play store for Android or the IOS store in the Apple Apps store. This is due to the shift to Multi Factor Authentication which greatly increases the security of email. Email is one of the most prolific vectors of malware and social engineering hacking, and most Cyber-Security insurances are now requiring it especially in high-risk industries such as healthcare. If you need help setting Microsoft outlook you can always contact Jan-Care IT via your station phone by dialing '655'

Office 365 should reduce spam and increase security across the board, but also this will allow you to have a license for the online office apps like Word & Excel which you can put on your phone or use the mobile web version. This will also allow collaboration on shared calendars and Microsoft Teams, which is a video meeting and collaboration tool similar to zoom. Office 365 online apps will be available for all users as well.

How to setup your phone with outlook:

Outlook is available in the Android/IOS Store, however iPhone natively support MFA so you can continue to use it as your primary email client.

	← Add account 🛛 👷 ⑦	G Office 365	Office 365
		Microsoft mterzie@jancare.com	Microsoft
		Update your password	Enter password
	Enter your email	You need to update your password because this is the first time you are signing in, or because your password	Password
		has expired.	Forgot my password
	G ADD GOOGLE ACCOUNT	Current password	Sign in with another account
	PRIVACY AND TERMS	New password	Sign in
•		Confirm password	
		Sign in	
Connected and			
protected			
Outlook protects your privacy and helps keep you and your info safe.			
ADD ACCOUNT			
	CONTINUE		
		Terms of use Privacy & cookies	Terms of use Privacy & cookies

- 1. Once you have the app installed click add Account
- 2. Enter Your Email jancare.com email address
- 3. Enter the password provided by the IT Department
- 4. Update your password
- 5. (for IOS Email devices select exchange as your account type)

	Microsoft	mterzic@jancare.com ?	Microsoft	mterzio(ji)ancare.com I ?	Microsoft	mterzic@jancare.com ?
Office 365	Don't lose ac	cess to your	Don't lose acce	ess to your	Don't loge acce	ss to your
Hicrosoft	account		account!		account!	
mterzic@jancare.com	To make sure you can reset we can verify who you are. V account more secure. You'll	rour password, we need to collect some into so le worit use this to spam you - just to keep your need to set up at least 1 of the options below.	Please verify your authentication p Authentication phone	ahone number below:	Thanks! We'll use the into below to password. Click 'finish' to close th	recover your account if you forget your Is page.
More information required	Authentication Phone is	not configured. Set it up now	United States (+1)		Authentication Phone is set to	+1 Change
Your organization needs more information to keep your account secure	Authentication Fmail is	tot configured. Set it up now	text me d	call me	Authentication Email is not co	nfigured. Set it up now
Use a different account	finish cano	el	Were texting your phone.		finish cancel	
Next			back			
	©2022 Microsoft Logal	Privacy	152022 Microsoft Legal Prive	icy	02022 Microsoft Legal Priva	67
Terms of use Privsoy & cookies +						

- 1. More information will be required (MFA)
- 2. Setup either SMS or Authenticator App for MFA (Authenticator help is below)
- 3. SMS will confirm
- 4. Click Finish to complete MFA (multi factor authentication enrollment)

How to reset your password and MFA via web or use webmail:

Go to <u>www.outlook.com</u> and login using your jancare email address (such as <u>drichmond@jancare.com</u>) and the password assigned by the IT Dept.

- Microsoft		
Sign in	Microsoft	Microsoft
Email, phone, or Skype	rthompson@jarcare.com Enter password	Thompson@jancare.com Enter code Enter the code displayed in the authenticator appon your mobile device
No account? Create one!		
Sign in with a security key 🕥		
Next	Forgot my password	Listing trachle? Sing is another unit.
	sign in won another account.	More information
Q. Sign-in options		Verify

- 1. Click the icon to login and enter your jancare.com email address
- 2. Enter your temporary password supplied by the IT Department
- 3. Use the authenticator app or setup SMS or authenticator

Outlook	Outlook	Outlook
Microsoft: umpendiptions are non Curring your identity. In the aventification code In the aventification code In the aventification code are not code	Microsoft the mbornpson@jancare.com Deter code We tested your phone +XXXX-XXXX79. Please enter the code to sign in. Code More information Very	Microsoft Control of the second s

- 4. Verify your identity via SMS or use authenticator
- 5. Enter the code from SMS or authenticator app
- 6. Update the new password

Authenticator App how to:

Please be sure to use the MICROSOFT AUTHENTICATOR APP in google play or IOS Store.





Then you can Scan the QR code in the authenticator app



We have encountered problems with IOS devices if you do not use the microsoft branded authenticator