

## Linking O365 Email to an Agency Cellphone

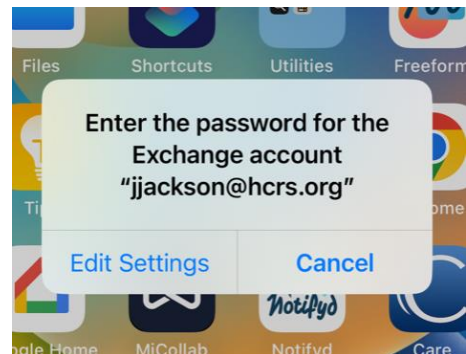
### Intro.

With the move to Office 365 all staff members will have to re-enter their HCRS account password into their phones to connect their email, calendar, and contact information.

### Instructions

\*If you get this popup (shown in the image on the right) on your phone; continue with the following instructions.

\*If you do not get this popup on your agency cellphone; scroll to the second of instructions down below labeled as **Without Popup.**

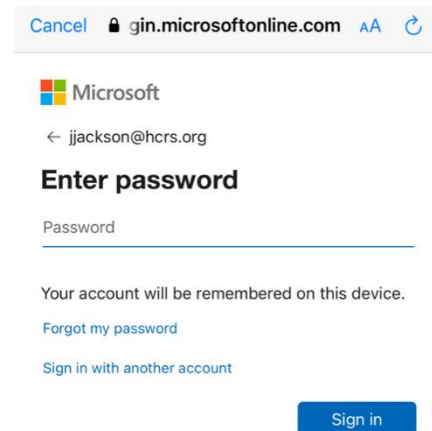


set

### **With Popup**

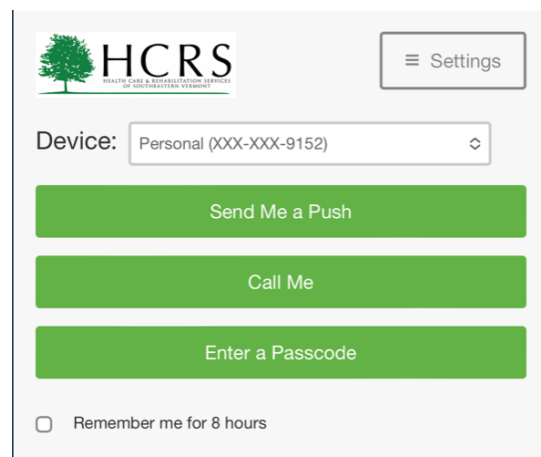
Click on Edit Settings.

You will be presented with this login screen; enter in your regular HCRS password (the one to get onto a desktop computer in the office, through Horizon,

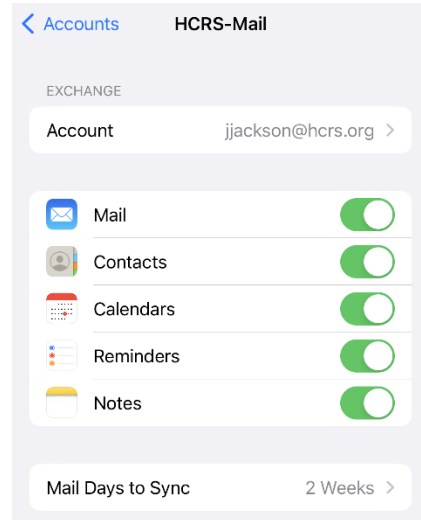


etc.)

Authenticate with Duo.



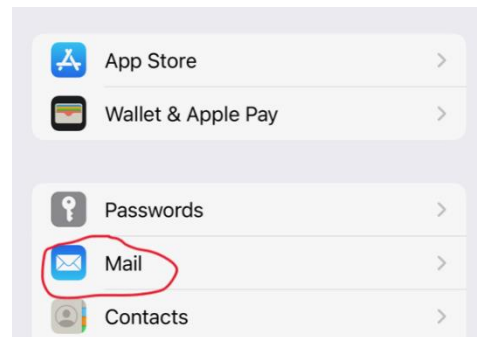
Once successfully authenticated you will be brought to this screen and your email/calendar/contact information will start syncing over.



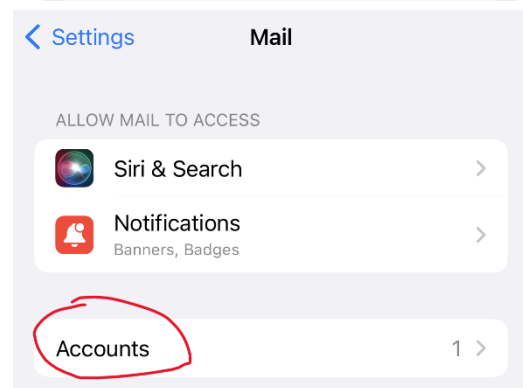
### Without Popup

If you did not get the popup, follow these instructions.

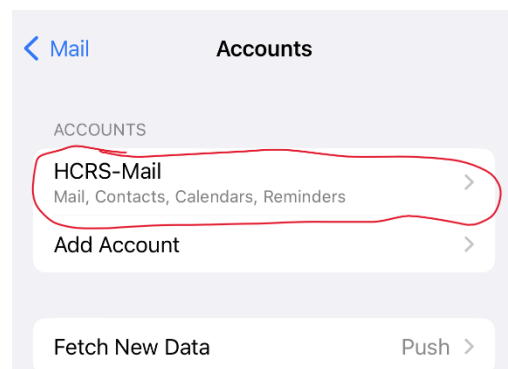
Go to the settings on your agency cellphone and scroll to Mail.



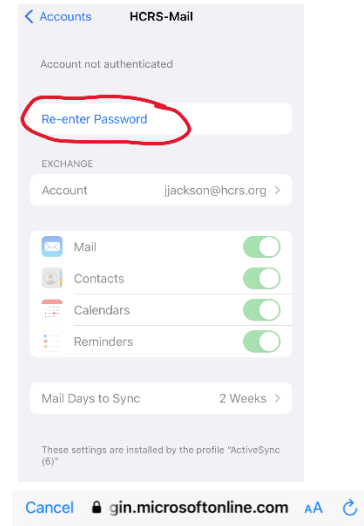
Select Accounts.



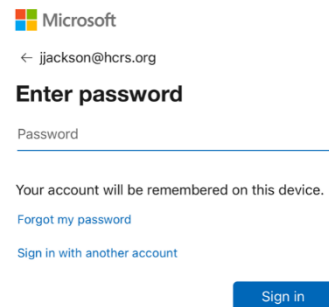
Select HCRS-Mail.



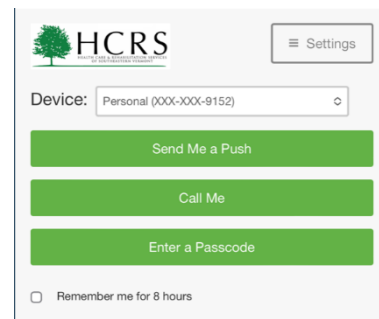
Select Re-enter Password.



You will be presented with this login screen; enter in your regular HCRS password (the one to get onto a desktop computer in the office, through Horizon, etc.)



Authenticate with Duo.



Once successfully authenticated you will be brought to this screen and your email/calendar/contact information will start syncing over.

