1. Open a web browser on your web-enabled device (e.g. PC, Mac, Tablet, Smartphone), go to http://outlook.com/owa/intermountainmail.org then type in your assigned imail2.org email address and click Next. (The address will follow this pattern: firstname.lastname@imail2.org)

2. If you entered a valid imail2.org address, it should transfer it to the User Name field in the following window, as shown in 2) of the upper diagram. Enter your Master Password (the password used for most Intermountain apps, including iCentra) in the Password field and click Sign In.

3. If you entered your Master Password correctly, a third window will open where you can click Ping ID 3). It will then send an authentication request to the app on your phone for your verification.

4. Upon verification/successful login to Outlook Web (Office 365), it should automatically open to the Inbox of web client version of Outlook. If not, you may have to click the green Apps button in the upper left corner (as shown in 4) of the upper diagram) and click Outlook in the apps list.

REGARDING SMARTPHONE ACCESS:

- In iOS (iPhone), you will get the most features if you use either the Safari or Microsoft Edge browsers.
- In Android, you will get the most features if you use either the Chrome or Microsoft Edge browsers.