

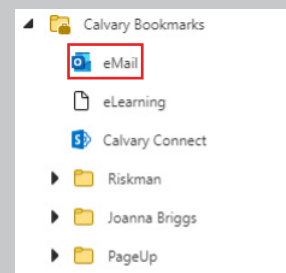
How to access and add your new Calvary email to Outlook

You must change your Calvary password prior to adding Outlook to your account. Please make sure you follow the 'How to change your Calvary password guide' before following this guide.

From your local computer

Open your local Outlook client on your computer/laptop.

Open Google Chrome/Edge on your device and you will see a 'Calvary Bookmarks' bar on the top of your screen. There will be an 'eMail' bookmark in there



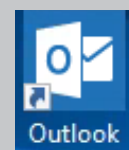
From a Chromebook Device

If you are on a Chromebook, you will see an 'Outlook' shortcut on the landing page



From Citrix Desktop

From within a desktop Citrix session there is a shortcut placed on the desktop to Outlook online.



Go-Live Support

If you are still unable to login during business hours (Monday to Friday, 9am-5pm; Sydney AEDT) please call 1800 220 506 and PRESS 1.

Would you like Calvary ICT to call you and provide assistance? Please follow the below instructions:

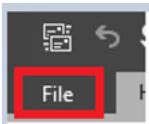
Send an email to: ictservicesdesk@calvarycare.org.au

Email subject: ICT help

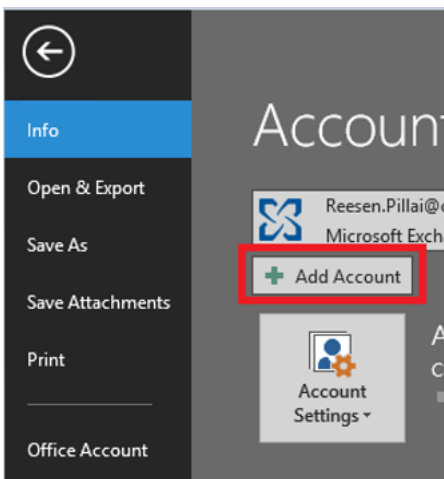
Please provide us with your:

Name, contact number, site/facility, what we can assist with

1. Click on 'File' located in the top left corner

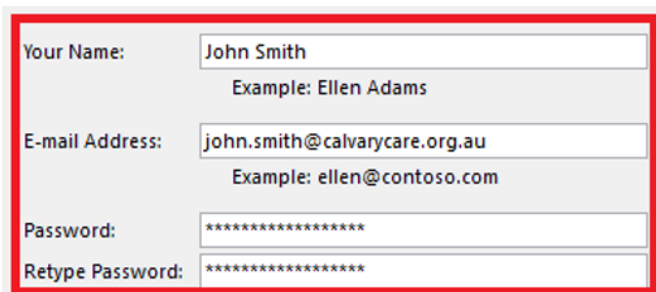
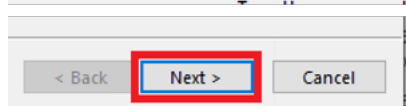


2. Click on 'Add Account'

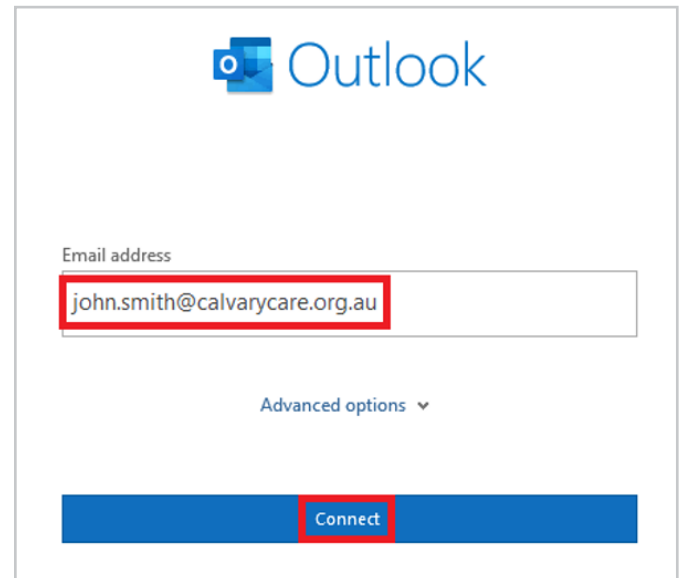


3. This screen will depend on the version of Outlook you have.

If you see the below screen, type in your first name and surname, new Calvary email address, password on both lines and press 'Next'.

If you see the below screen, type in your new Calvary email and press Connect



4. If prompted to enter your password again, please enter it and press 'OK' then 'Finish'

You are now ready to use your new Calvary email address.