

Ensemble Email from a non-Ensemble device

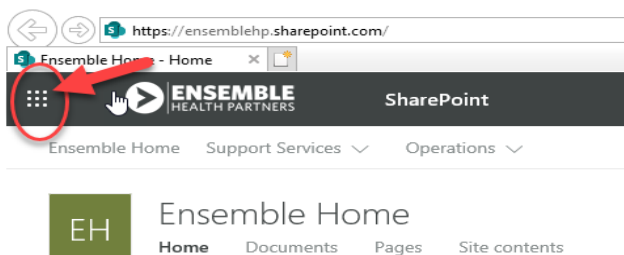
Setup 2 Factor Authentication

To setup 2 Factor authentication, the user must first add a phone number to their Microsoft account. This should be a **cell phone** or a number that can receive texts as Microsoft will send a code that is used for account validation.

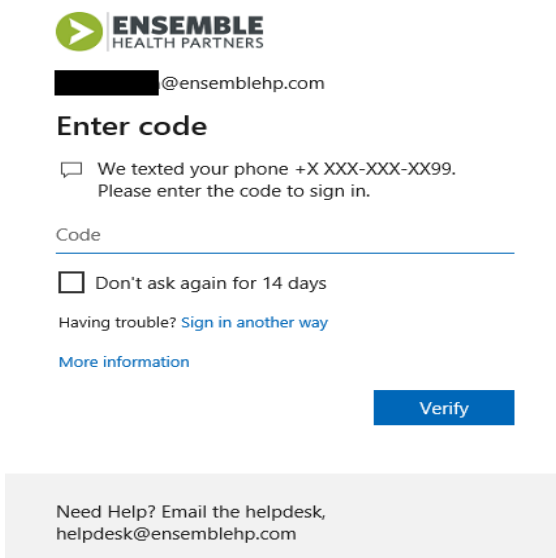
- Go to the link <http://aka.ms/ssprsetup/> to add cell phone number
- If it prompts you – click Add Account.

To Access Ensemble Email

- Go to the Ensemble Sharepoint (<https://ensemblehp.sharepoint.com>) site and login with your credentials
- In the upper left corner select the apps launcher



- Select Outlook
- A screen will pop up asking for your verification code, enter the code that was texted to the number you provided in the step above

A screenshot of the 2-factor authentication verification screen. At the top is the Ensemble Health Partners logo. Below it is a blacked-out email address followed by '@ensemblehp.com'. The heading 'Enter code' is followed by a message: 'We texted your phone +X XXX-XXX-XX99. Please enter the code to sign in.' There is a text input field labeled 'Code'. Below the input field is a checkbox labeled 'Don't ask again for 14 days'. Further down are links for 'Having trouble? Sign in another way' and 'More information'. A blue 'Verify' button is at the bottom right. At the very bottom, a grey box contains the text: 'Need Help? Email the helpdesk, helpdesk@ensemblehp.com'.