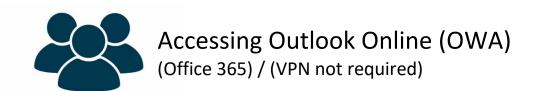# EOHHS-Information Technology
Executive Office of Health and Human Services

User Guide Library Series

Accessing Outlook Online (OWA)
(Office 365) / (VPN not required)

Summary:	The following instructions will explain how to configure an Apple iPhone to create a WiFi hotspot, allowing Internet-capable devices access to wireless Internet.

THE PROCESS:

Step 1:	Outlook email accounts can be accessed through a web browser at: https://email.state.ma.us/owa/ **NOTE:** Connecting through VPN is not required to access an EOHHS Outlook email account via OWA.
Step 2:	Complete the fields: • Domain\user name = ehs\Windows user id • Password = Windows password
Step 3:	Click on **sign in**