

How to Sign into Email on Mobile Device

Created: Feb 26, 2024 - 3:06PM by Zachary Prince

How to Access Your New Outlook Email on a Mobile Device

Please note that your new email will not work on any email applications phone or computer.

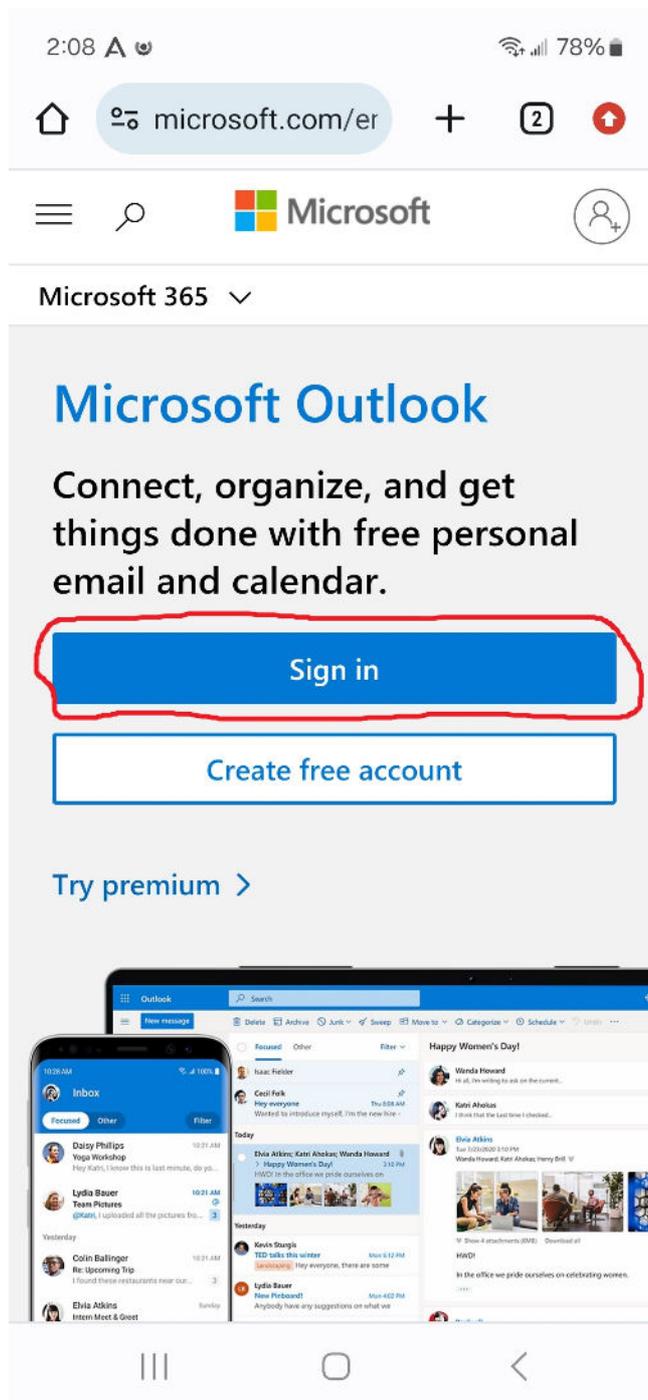
Step 1: Please go to the Outlook website which can be accessed from any of the following links:

<https://outlook.com/>

<https://outlook.office365.com/>

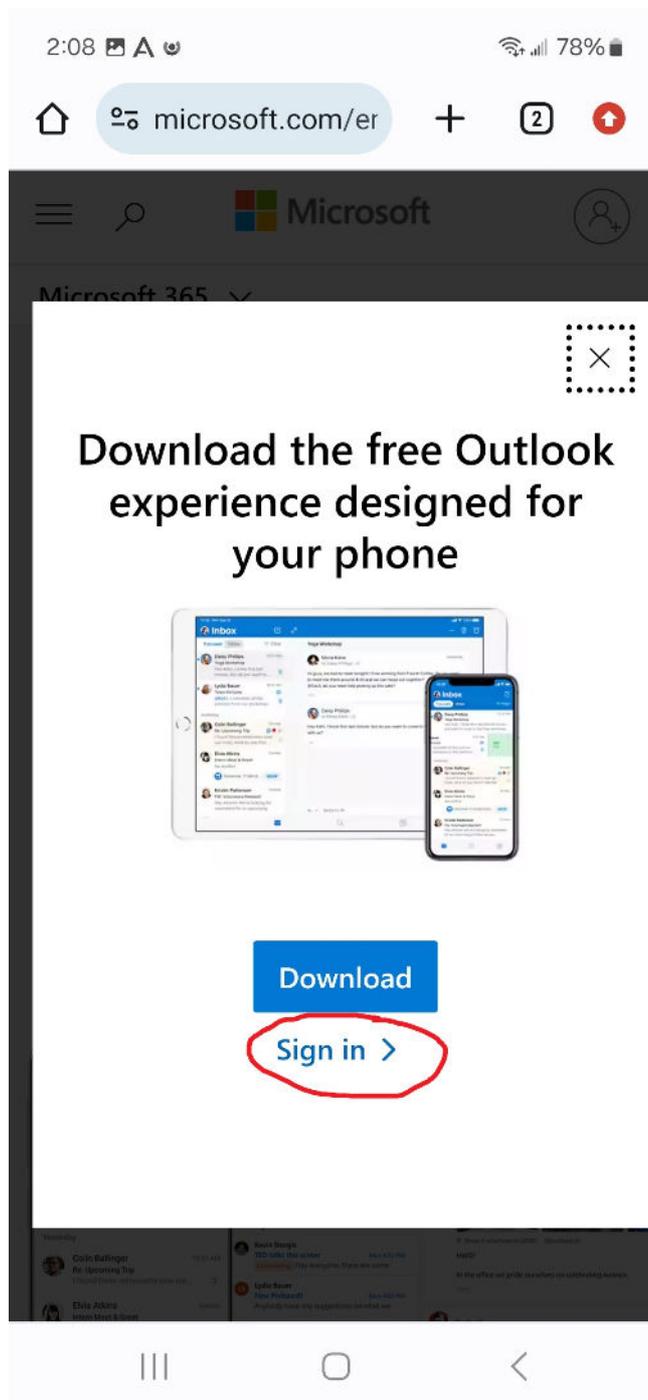
<https://outlook.office.com/>

Once on the site you should see a screen like the following:

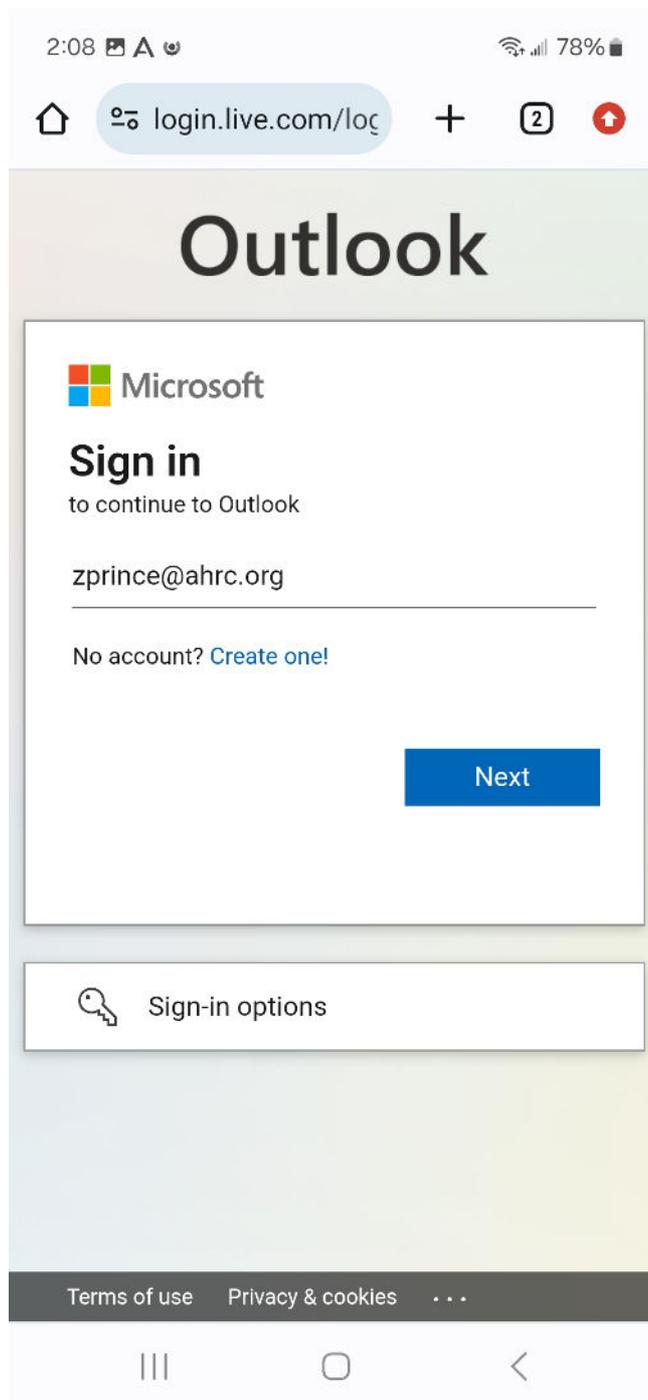


Please sign in using the highlighted Sign in button to begin the sign in process.

Step 2: Click on the highlighted Sign in button underneath the download button. As previously stated you will be unable to sign into your email when using an email application unless on a company owned device.

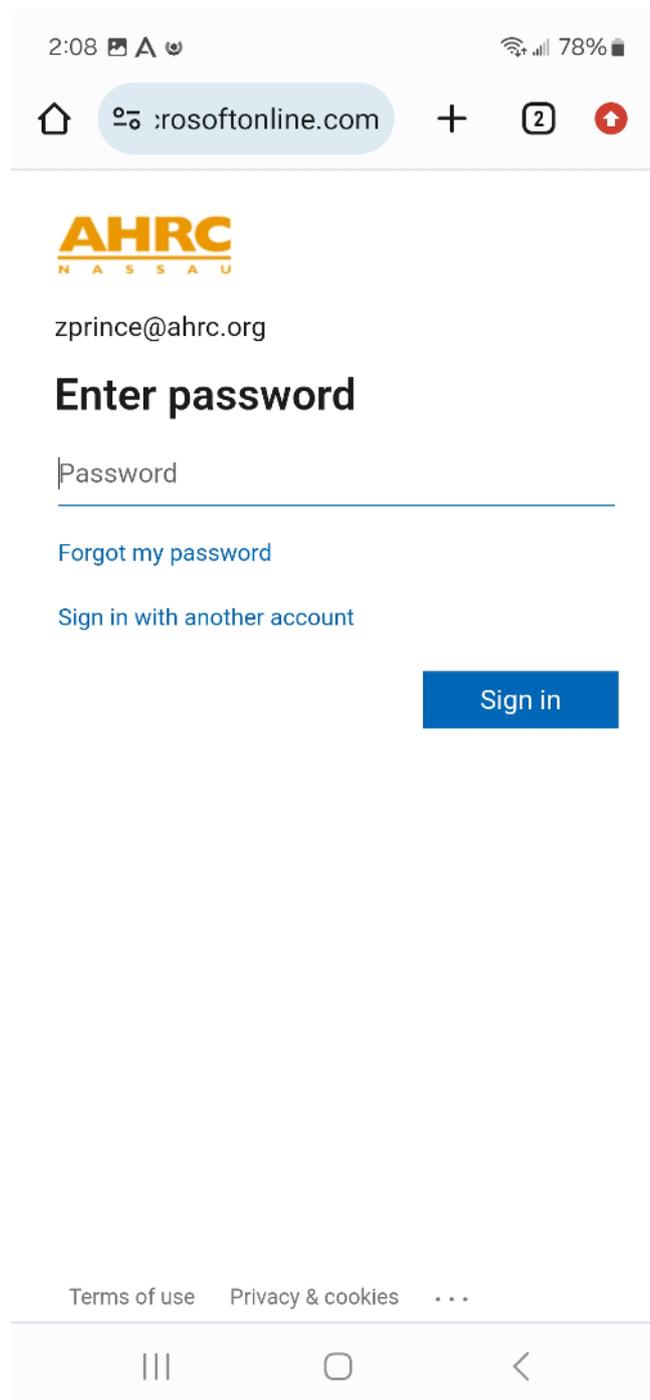


Step 3: Input your new email address into the sign in field. Please note that you need to use your FULL email address and not just your username. You will be putting in [username@companyname.org](#) instead of username. Then click next. EX:



If you work for AHRC Nassau your email is @ahrc.org
If you work for Brookville Center your email is @brookvillecenter.org
If you work for Citizens your email is @citizens-inc.org

Step 4: Once you input your email you will notice that the screen changes from Microsoft to AHRC Nassau. Example:



This change occurs due to all the companies being a part of the AHRC Nassau family. It is how you will know you are signing into the right email. If the company does not change you are not signing into the right email.

Step 5: Enter the temporary password you were given which should be "15characterComplex!" without the quotation marks. Once you have input this password you will be requested to create a new password. Your current password will be the temporary password.



zprince@ahrc.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

New Passwords have to:

Be at least 15 characters in length

Include 1 capital letter, 1 lowercase letter, 1 number and 1 special character

Not include any part of your name (first and last)

📎 [How to Sign into Your New Company Email.docx](#)

Details

Category

Account Management