

Morristown Medical Center Overlook Medical Center Newton Medical Center Chilton Medical Center Hackettstown Medical Center Goryeb Children's Hospital Atlantic Rehabilitation

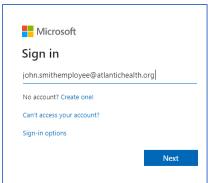
## **Atlantic Health System First Time Login**

Follow these steps if you have never logged into Atlantic Health System before. If you have already logged in and need to reset your password, you can do so at <a href="https://passwordreset.microsoftonline.com/">https://passwordreset.microsoftonline.com/</a>.

 Using any browser (such as Google Chrome or Internet Explorer) go to <a href="https://www.office.com">https://www.office.com</a>. Click the Sign In button to begin the process.



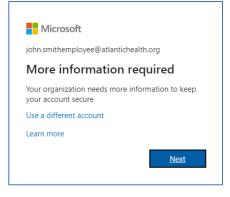
2. On the Microsoft **Sign In** page, enter your Atlantic Health system email address.



3. Enter your temporary password.



4. More information is required to proceed. Click **Next** to go to the next screen.



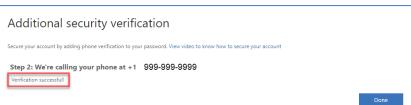


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5. Enter your cell phone number to enroll in Multi- Factor Authentication (MFA), which is used to keep our network safe.



**6.** You will receive a call from 973-971-7462. Answer the call and follow the prompts to complete your enrollment in MFA.



7. You will now be required to reset your temporary (current) password. Enter and confirm your new password. Passwords must be between 14-20 characters with no spaces. Numbers and special characters can be used but are not required. Click **Sign In**.



8. Once you are signed in, you are taken to the Office portal where you can open **Outlook** to check your email and your calendar.

