

Using Outlook to sign in (add your business mailaddress)

What do you have to do, when you already are using the outlook app.

What do you need?

- Your mobile
- Your Hago Zorg email address (you have received in a letter by mail)
- Your temporary (initial) password (you have received this in another letter)
- You might need your Apple ID and password when making use of iPhone.

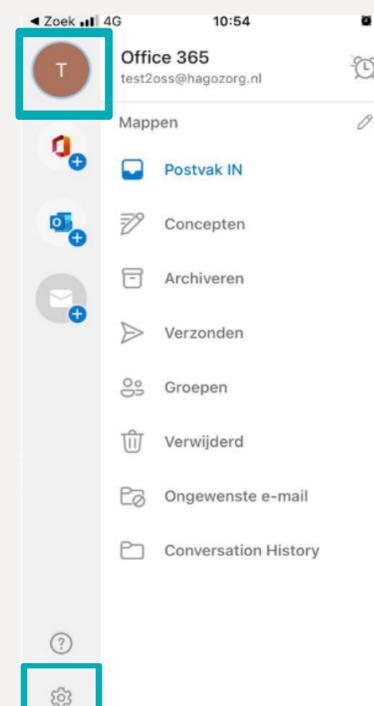
1 Adding your account to Outlook

Open the app by clicking on the icon



Tap upper left on the circle.

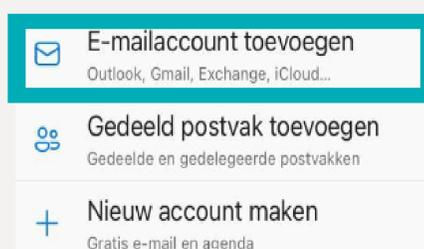
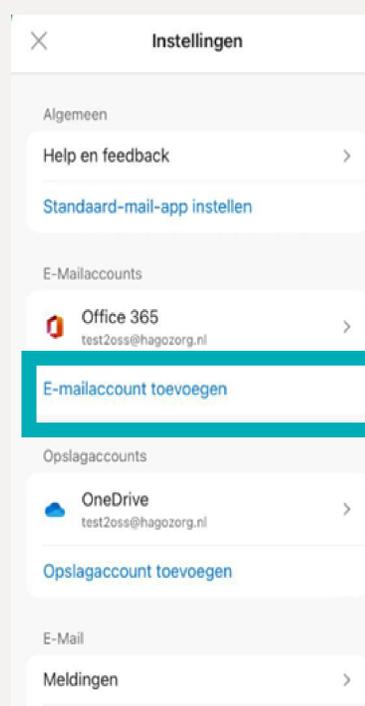
Tap on the **gear icon** at the bottom left of the screen (it's called Settings - 'Instellingen').



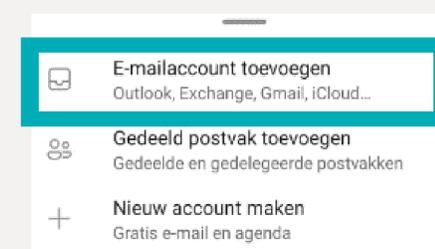
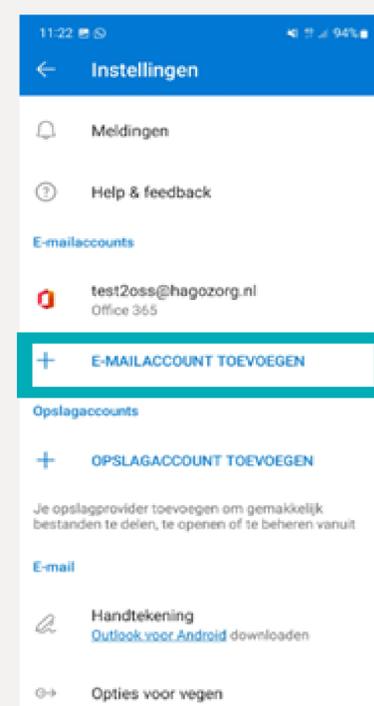
You will now see the Email accounts screen and tap on 'E-mailaccount toevoegen'.

Tap one more time on 'E-mailaccount toevoegen' in the next screen.

iPhone



Android

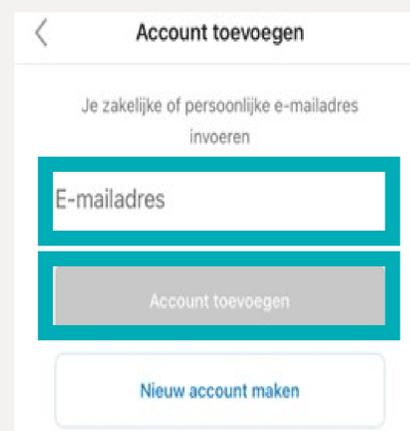


Enter your Hago Zorg email address. You have received this by mail.

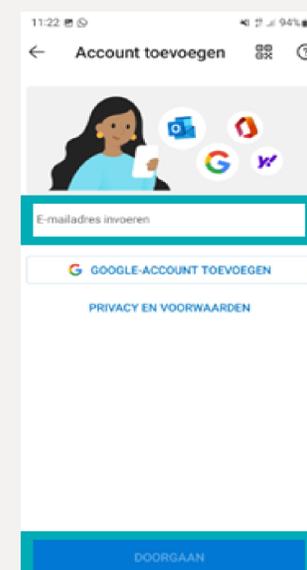
Tap on op **'Account toevoegen'**.

Point of attention :
The app can ask you to specify the mail provider. If so, choose **'Office'** in stead of **'Outlook'** of **'Exchange online'**

iPhone



Android



2 Signing in

Enter your temporary (initial) password. You have received this by another letter.

Tap on **'Aanmelden'**.



You will now see this screen and tap on **'Volgende'**.



3 Ensuring safety

In the next screen, choose the Country code for your phone number. Choose Netherlands or choose your the correct country code.

Enter your own phone number without zero! You immediately start with 6. (Example: 6123....)

Tap **'Stuur me een code via sms'**.

Tap on **'Volgende'**.



4 Completion of signing in process

- You have received an sms with a code.
- Enter the code and tap on **'Volgende'**.

Point of attention:

If you want to see the code longer, go to your Messages app and then go back to your Outlook app to enter the code.

- You will now see that setting up your account went well (is successful).

- Tap on **'Volgende'**.

- Tap on **'Gereed'**.

Vebego

test2oss@hagozorg.nl

Code invoeren

Er is een sms-bericht verzonden naar het telefoonnummer +XX XXXXXXX55. Voer de code in om u aan te melden.

Code

Hebt u problemen? Meld u op een andere manier aan

Verifiëren

Vebego

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

Telefoon

Sms is geverifieerd. Uw telefoon is geregistreerd.

Volgende

Vebego

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

Voltooid

De beveiligingsgegevens zijn ingesteld. Kies Gereed om door te gaan met de aanmelding.

Standaardaanmeldmethode:

Telefoon +31 610056755

Gereed

5 Update your password

- Enter your temporary (initial) password that you received from the letter on the first line (Current password).
- On the second line (New password), enter a self-created password. On the third line (Confirm password), enter the self-created password again.

Point of Attention:

The password has a minimum length and should have a least one capital and one special character.

- Tap on **'Aanmelden'**.

Vebego

test2oss@hagozorg.nl

Uw wachtwoord bijwerken

U moet uw wachtwoord bijwerken omdat u zich voor het eerst aanmeldt of omdat uw wachtwoord is verlopen.

Huidig wachtwoord

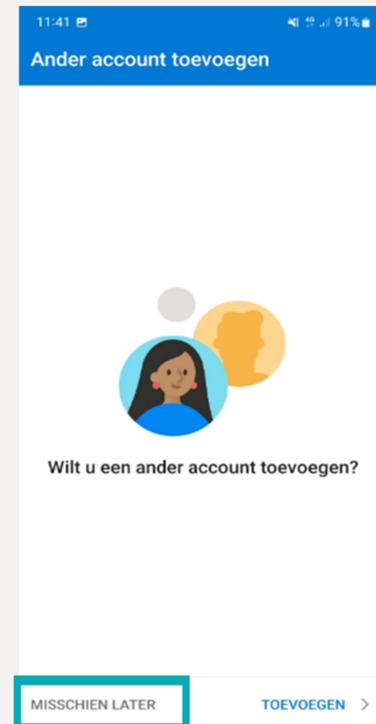
Nieuw wachtwoord

Wachtwoord bevestigen

Aanmelden

6 Settings

- On the screen 'Will je een ander een ander account toevoegen?'
- You choose 'Nu niet.'



- Your phone then asks if you want to receive push messages. You can decide this yourself and set it up the way you want. 'Nee, bedankt' (No, thank you) or 'Inschakelen' (Activate).

Meldingen inschakelen

Meldingen worden in Outlook gebruikt om ervoor te zorgen dat je Postvak IN altijd is bijgewerkt. Als je meldingen uitschakelt, wordt het afleveren van e-mail mogelijk vertraagd.

Nee, bedankt

Inschakelen

Outlook wil je meldingen sturen

Meldingen kunnen bestaan uit waarschuwingen, geluiden en symboolbadges. Dit kun je instellen in Instellingen.

Sta niet toe

Sta toe

- You can now use your email address.

Klaar

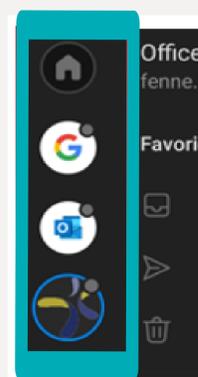
Point of attention:

To switch between your work and personal email accounts, tap the circle in the top left corner of the home screen.

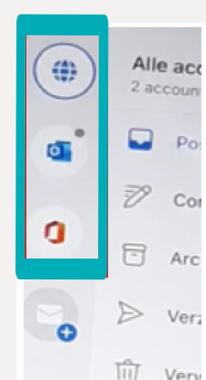
Tap on the **blue Outlook** icon for your private mail.

Tap the **'VebeGo' logo** for your business mail.

iPhone



Android



Point of attention:

Take a good look at which account you are emailing from if you want to send a message!: