



## NEW WAY TO ACCESS YOUR EMAIL

Rolling Out March 15 - April 6 at Houston Methodist Hospital

*Includes affiliated facilities, e.g., Emergency Care Centers, physician offices, etc.*

*Here's what's changing for you*

### If you use a shared workstation

- Your email will look a little different
- Webmail link will still work

### If you use Houston Methodist email on your phone

- Do this in advance to avoid downtime on your phone over the weekend
  - Install Microsoft Intune Company Portal
  - In **Mail Settings** make sure your HM email address is shown for your user ID and the domain field is blank
  - Ensure you have your Apple username and password with you for the Intune download
  - See FAQs for instructions ([help.houstonmethodist.org/office365](http://help.houstonmethodist.org/office365))

### Rollout schedule

March 15	Dunn 200, Main 100, SPG/PCG administrative office
March 16	All HMH <i>except Alkek, Brown, Dunn, Fondren, Main, Scurlock, Smith</i>
March 23	Alkek, Brown, Fondren, Scurlock, Smith
March 29	Dunn, Main
April 6	All remaining locations

### Onsite help available

- 8 a.m. - 5 p.m. Monday - Friday (Mar. 19 - April 6), Crain Garden

### Questions?

- IT Help Desk: **832.667.5600**
- Physician Help Desk: **832.667.5555**