

## User Guide for Outlook Web App (Office 365)

### Step 1

Go to <https://mhwirth.com/remote-access>

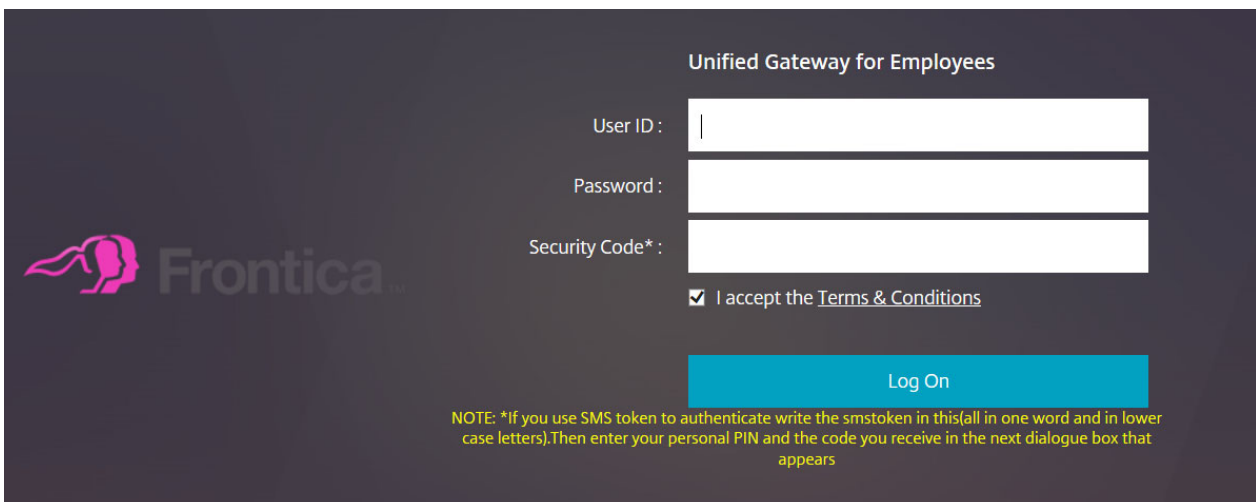
### Step 2

On the Remote Access Login page, scroll down until you see Access to Web-based Applications. Choose Outlook Web App (Office 365).

A user guide for Outlook Web App (Office 365) can be found under “Download User Guides” at the bottom of the page.

### Step 3

Enter your User ID (SAP ID), password and your token code as required, then press Log On.



Unified Gateway for Employees

User ID :

Password :

Security Code\* :

I accept the [Terms & Conditions](#)

NOTE: \*If you use SMS token to authenticate write the smstoken in this(all in one word and in lower case letters).Then enter your personal PIN and the code you receive in the next dialogue box that appears

### Step 4

Select “MHWirth”

### Step 5

Enter your e-mail address and your password, and press Sign In.