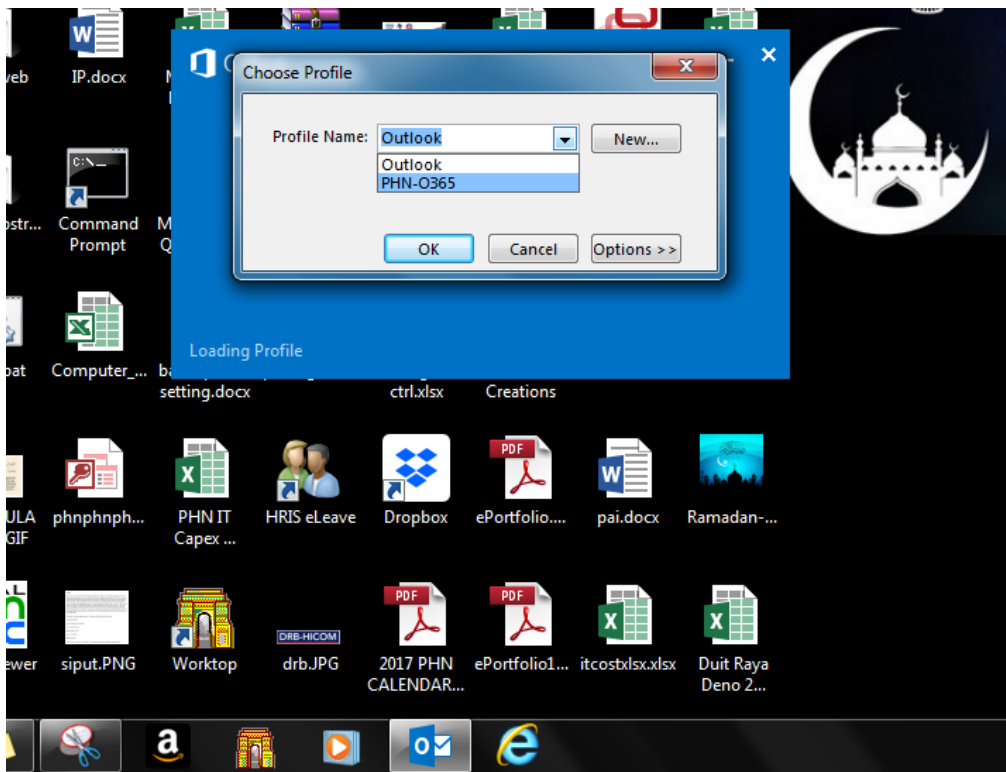
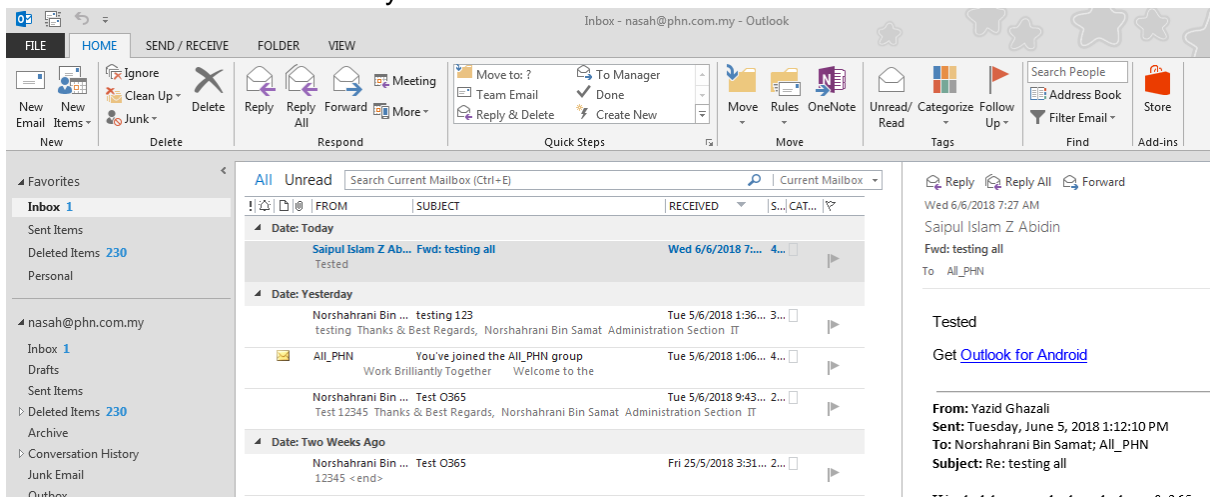


Open O365 Email via Outlook

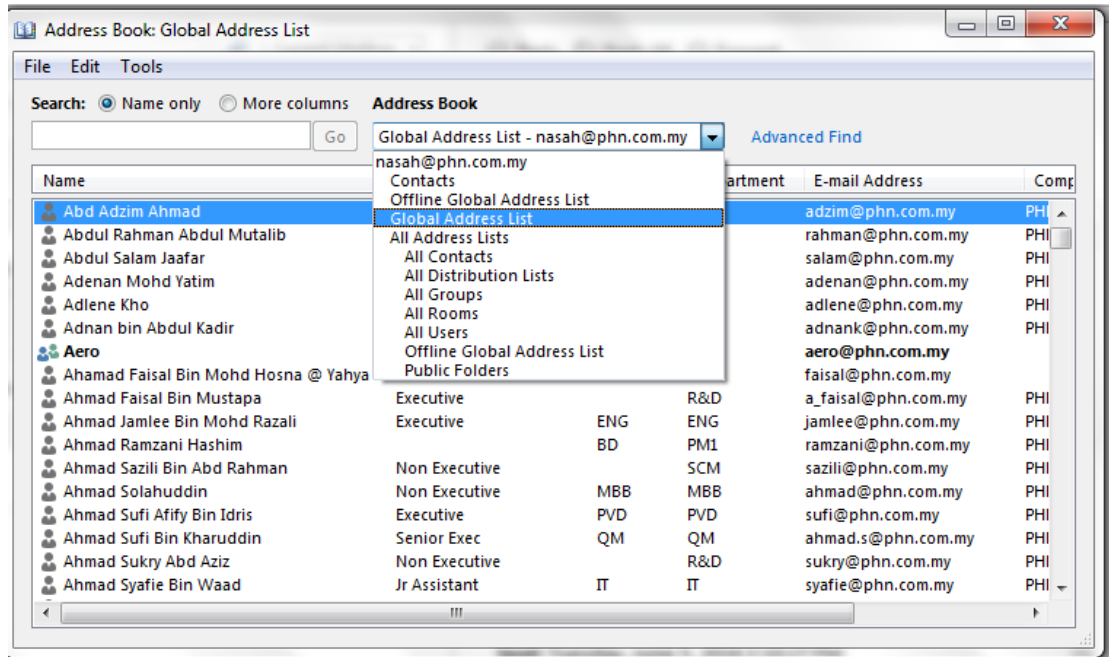
1. Close and re-open Ms Outlook
2. At Choose Profile, click dropdown and choose PHN-O365.



3. Your new O365 email is ready



4. To access **Address Book**, please do like below:
 - a. Select Global Address Book for all email address including groups, distribution list and personal contacts.
 - b. All Groups – for PHN email groups
 - c. All Distribution List – for PHN department email address
 - d. All Users – for PHN all emails



5.