

Work remotely

HPW Outlook Webmail Guide

Overview

This guide shows the steps you need to access your HPW Outlook webmail remotely using the Microsoft Office 365 portal.

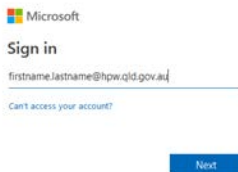
Pre-Requisites

- Update your mobile phone number via the [GAL Update Tool](#) so that you can receive SMS passcodes on your mobile device.

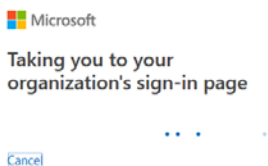
Accessing your HPW Outlook webmail remotely

Visit the [Microsoft Office 365 Portal link](#), or in your browser type <https://portal.office.com>

Sign in by entering your HPW credentials and Click **Next**.



You will then be redirected to the HPW sign-in page.

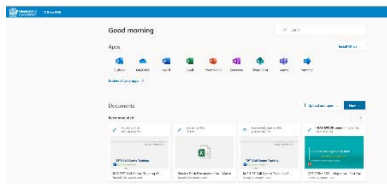


You will need to enter your HPW credentials on the HPW sign-in page. Click **Sign-in**.

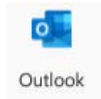


Sign in with your organizational account

You will now be presented with the Microsoft Office 365 Portal.



You now need to click on the Outlook icon.



You will then be sent an SMS passcode to the mobile phone number you registered in the [GAL Update Tool](#).

Department of Housing & Public Works
Enter this verification code when prompted by HPW Microsoft to sign in.
SMS Passcode:

Enter the SMS passcode you receive via text message and click **Sign-in**.



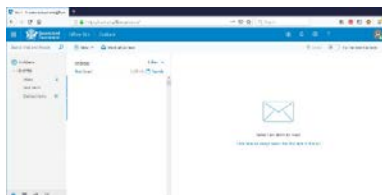
For security reasons, we require additional information to verify your account (firstname.lastname@hpw.qld.gov.au)

We've sent a text message with a verification code.
xxx-xxxxxxx

Verification code

Sign in

Your HPW Outlook webmail will now display in your browser.



More Information

If you require assistance with working remotely, please contact the HPW ISD Service Desk by phoning (07) 3514 3514 or email servicedesk@hpw.qld.gov.au.