


INTRODUCTION

Outlook on the web allows you to access your Outlook email account via an internet browser.

Before you can log into Outlook on the web, you will need a Symantec VIP soft token.

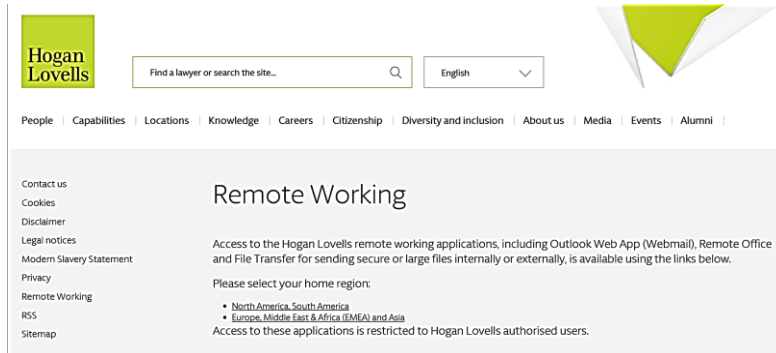
LOGGING ON TO OUTLOOK VIA AN INTERNET BROWSER

1. Launch your internet browser and go to <https://www.hoganlovells.com/en/remote-working>.

 Alternatively, from the browser window, enter the following URL: <http://www.hoganlovells.com>, scroll to the bottom of the screen and click **Remote Working**.



 The **Remote Working** screen displays.

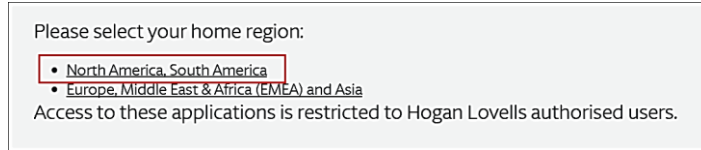


ACCESSING OUTLOOK VIA AN INTERNET BROWSER

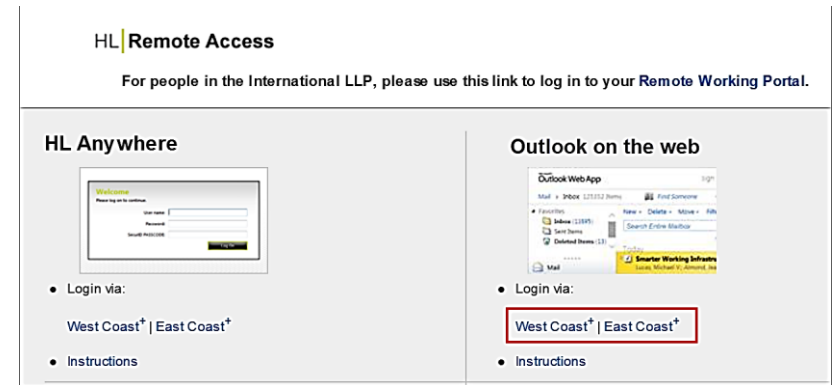
Quick Reference Guide

2. From the **Remote Working** screen, select your relevant home office region:

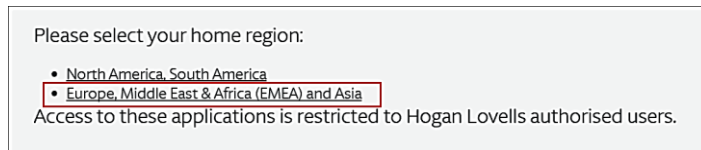
- For **HLUS LLP** users, click **North America, South America**.



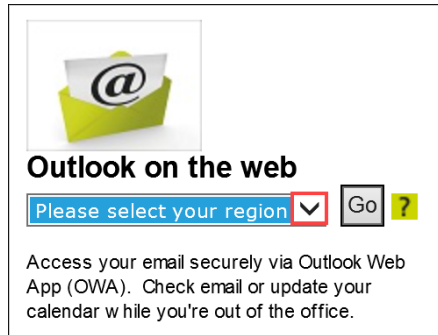
- a) From the **HL Remote Access** screen, under the **Outlook on the web** section, click **West Coast** or **East Coast** link depending on your location.



- For **HLI LLP** users, click **Europe, Middle East & Africa (EMEA) and Asia**.

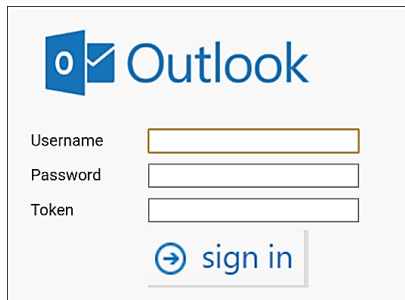


- b) From the **Remote Working Portal** screen, click the **Outlook on the web** drop-down arrow and select **EMEA and Asia**.



- c) Click **Go**.

i The **Outlook on the web** login screen displays.



- 3. Enter the following details to log on:

User name	Enter your network user name .
Password	Enter your network password .
Token	Enter the six-digit code from your Symantec VIP token.

- 4. Click **sign in**.

i The **Outlook on the web** screen displays where you will have access to your Outlook emails.

HELP AND SUPPORT

- For further guidance on how to work remotely, go to the **Remote Working** pages on the **Information Technology** section of our Intranet.
- If you need assistance when using Outlook on the web, contact the **Technology Support** team.