

Setting up MarinHealth Email on your Smartphone



First: Download the security app called DUO. Enable camera and notifications. This is your authenticator app for MarinHealth.

From Onsite: From MarinHealth Intranet, type “DUO enroll” into search. Follow the prompts.



From home: Send IT an email (helpdesk@mymarinhealth.org) with your name and phone number. They will generate a work order for a tech to send a link to your phone to activate the DUO app. Click on the link. It is good for 24 hours.

How to set up your work email account on your iPhone

- Go to Settings
- Scroll to accounts and passwords
- Select Exchange
- Enter email address (**Use username@maringeneral.org** type email)
- Sign in. (Do NOT do manual set up).
- Authenticate with DUO push. You will receive a DUO alert on your phone. Click on it and “approve”.
- Set up account (mail contacts, calendar, etc.)



This will now show in your iPhone email folder.

How to set up your email account on an Android phone

- Download Microsoft Outlook app from app store
Or
Add account to your Gmail app (click on “add new account”)
- Log in with your username@maringeneral.org address
- Your password is the same as your paragon password.
- If it asks you to authenticate, Open the DUO app (this is the authenticator app). Have it send a push. You will receive a DUO alert on your phone. Click on it and “approve”.