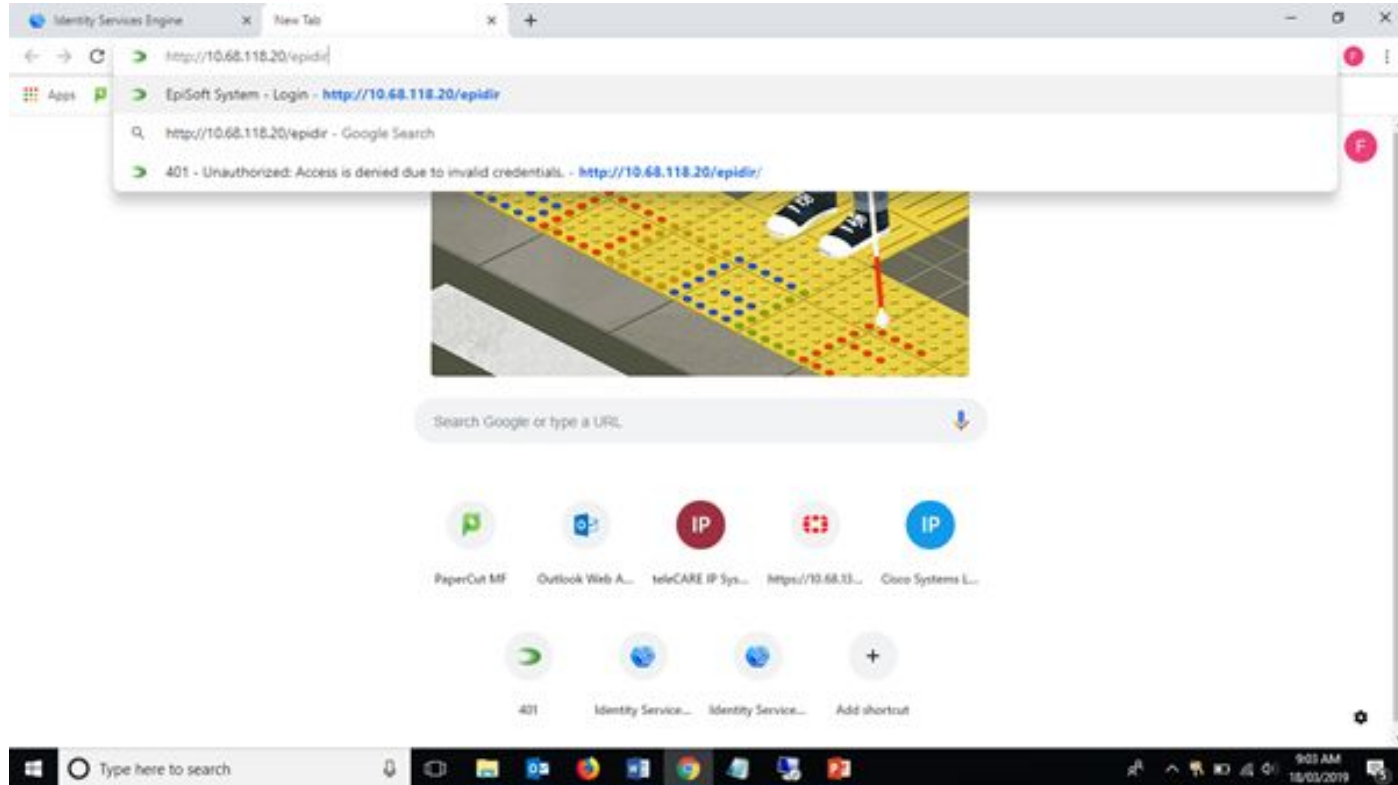
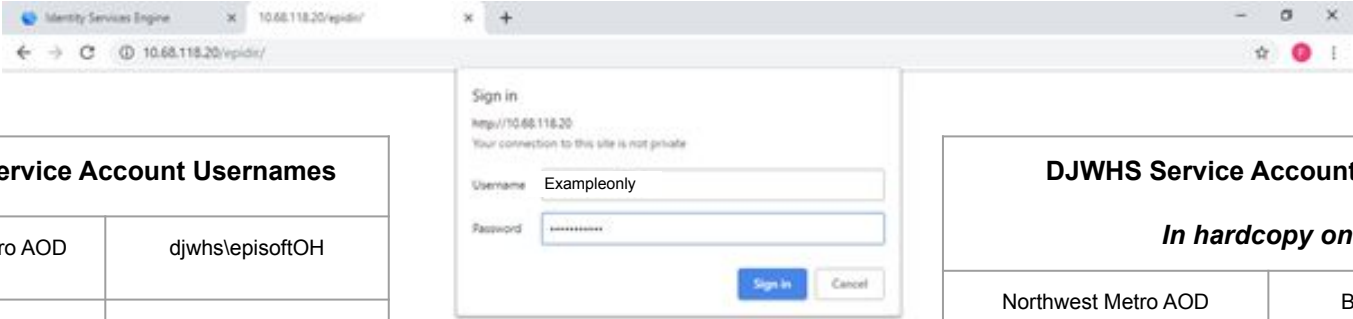


**Step 1** - log on to your agency's network, open your preferred browser and visit <http://10.68.118.20/epidir>



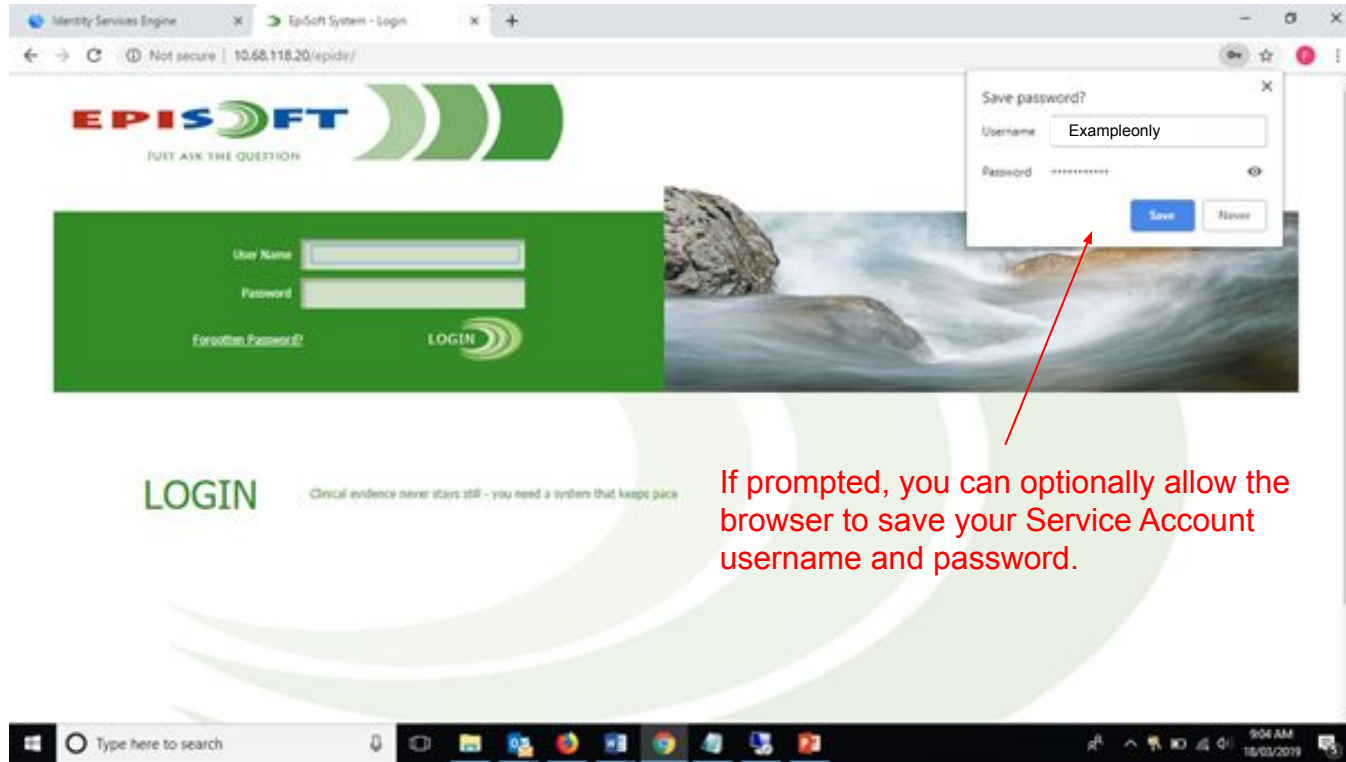
**Step 2** - you may be prompted to provide your **Agency Service Account** username and password to authenticate yourself with the DJWHS domain.



DJWHS Service Account Usernames	
Northwest Metro AOD	djwhs\episoftOH
CoHealth	djwhs\episoftCH
Mid-West	djwhs\episoftMWAH
Mackillop	djwhs\episoftMFS

DJWHS Service Account Password	
<i>In hardcopy only</i>	
Northwest Metro AOD	Bojana Mladenovic
CoHealth	Hedley Duhau
Mid-West	Melinda Chugg
Mackillop	Sigrid Wallis

**Step 3** - if authentication successful, you will land on this **EpiSoft Login Screen**. Bookmark this page. *You now have access to the EpiSoft server. If you do not proceed to this screen this is an IT issue not an EpiSoft issue. Please contact your superuser or IT.*

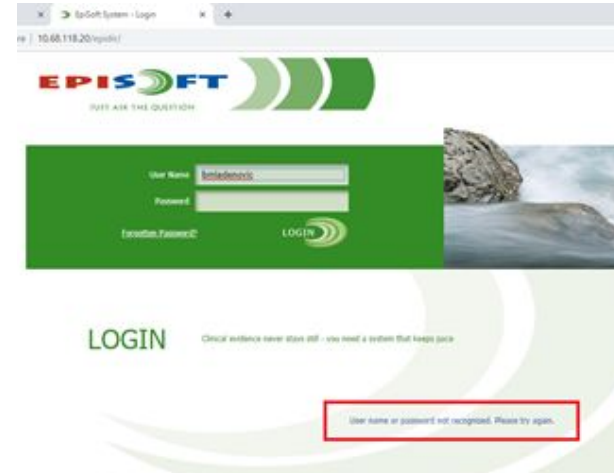


If prompted, you can optionally allow the browser to save your Service Account username and password.

**Step 4** - enter your EpiSoft username and password (*different to Service Account credentials*) and which will be be provided separate to this documentation. Click **Login**.

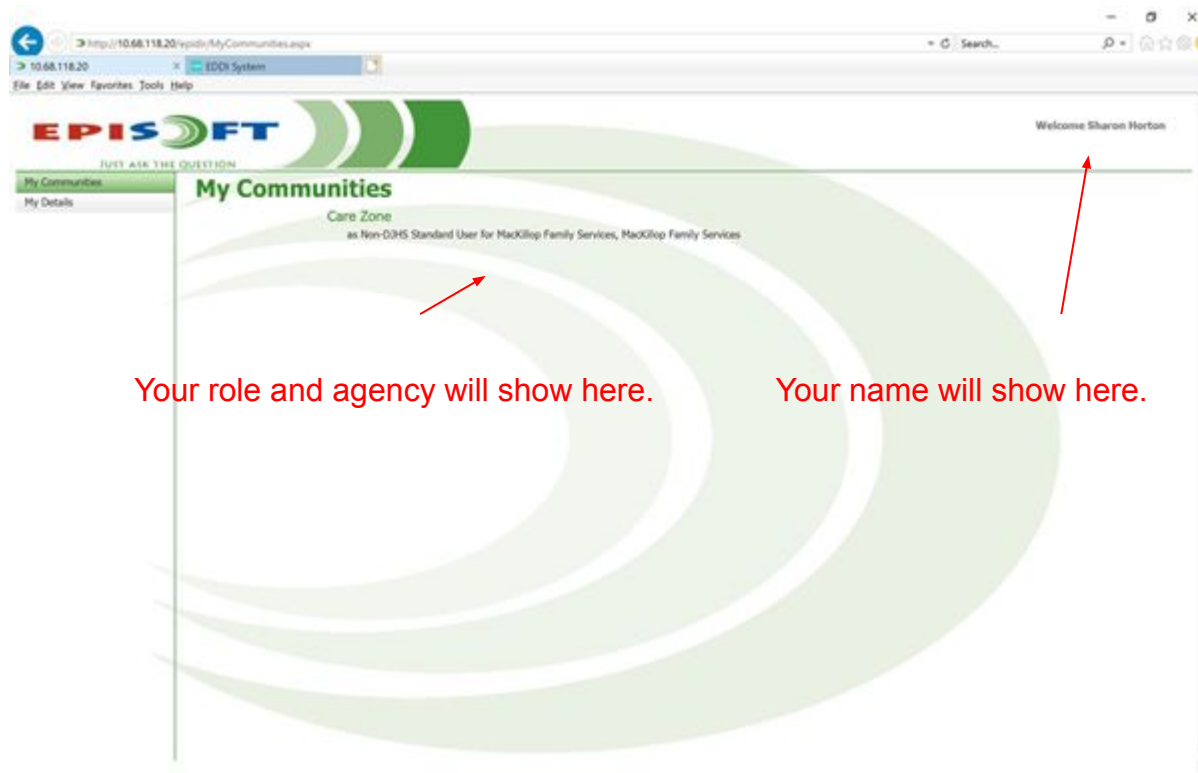


*Enter your EpiSoft username and password*



*If username and password do not match you will receive this error. 5 unsuccessful login attempts will lock your account. Please email [help@episoft.com.au](mailto:help@episoft.com.au) if you get this error.*

**Step 5** - If you are able to see this page, you have successfully logged in to EpiSoft. You are done!



**What it does** - it will synchronise your EpiSoft appointment calendar (*client and staff appointments*) with your Outlook calendar **as read only** - appointments scheduled in Outlook directly **WILL NOT APPEAR** in EpiSoft

**What time window it synchronises** - 1 month prior, 2 months ahead rolling window

**When the setup can be performed** - when you have access to the DJWHS network *i.e when onsite at MH&CS*

## HOW TO: Setting up Outlook integration

**Known supported versions** (click logos or version names for tutorial)



[Outlook 2010](#)