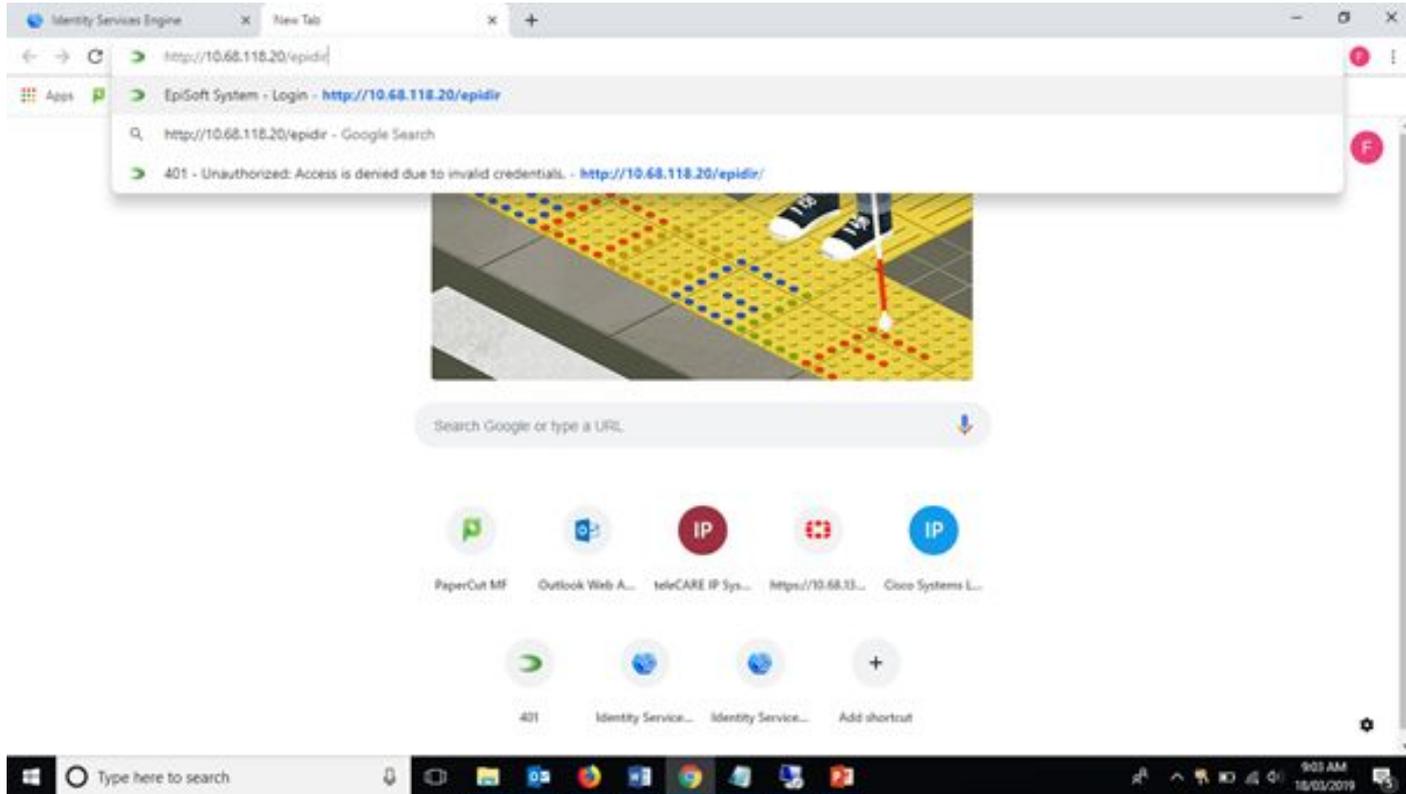


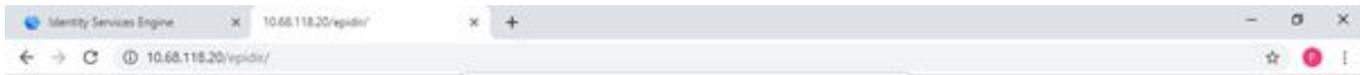
Step 1 - log on to your agency's network, open your preferred browser and visit <http://10.68.118.20/epidir>



Melton ICT Metasystem Project
Accessing EpiSoft



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

Sign in

http://10.66.118.20

Your connection to this site is not private

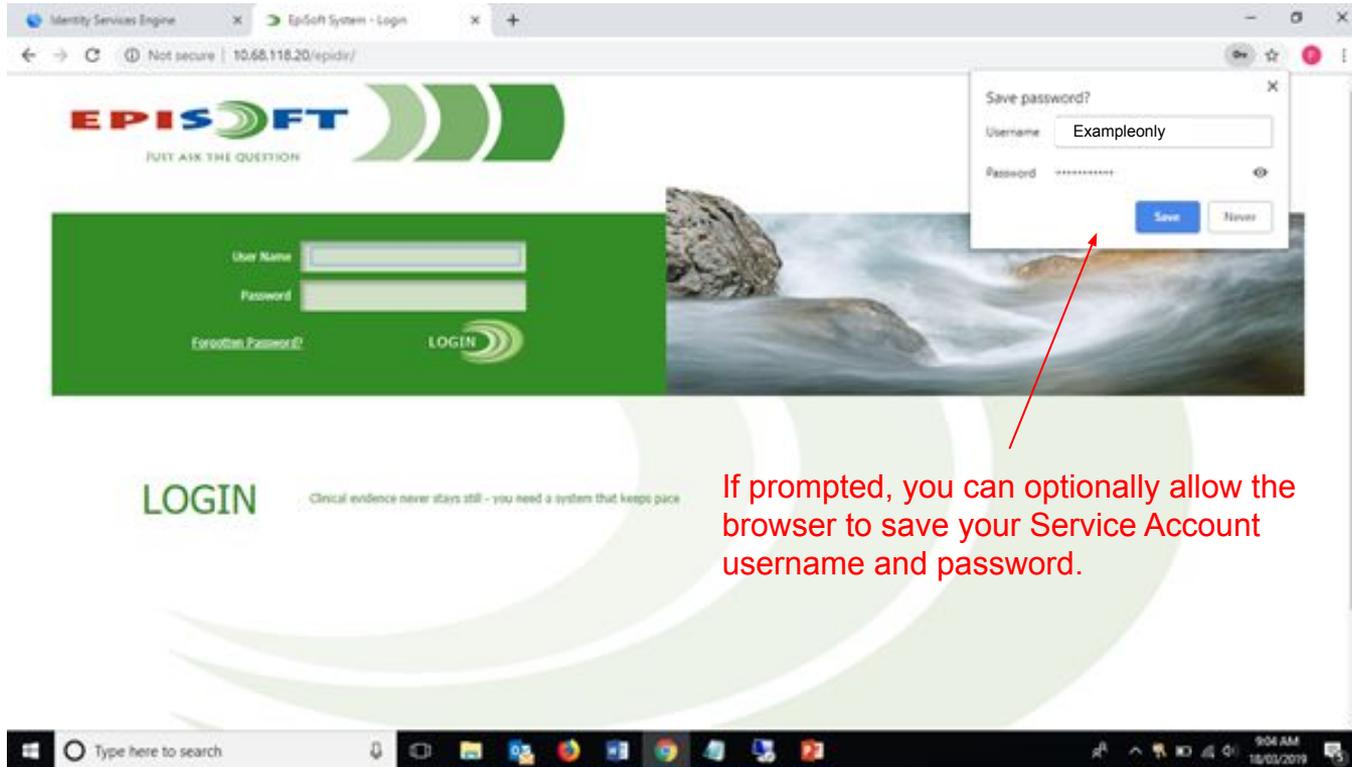
Username

Password

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.*

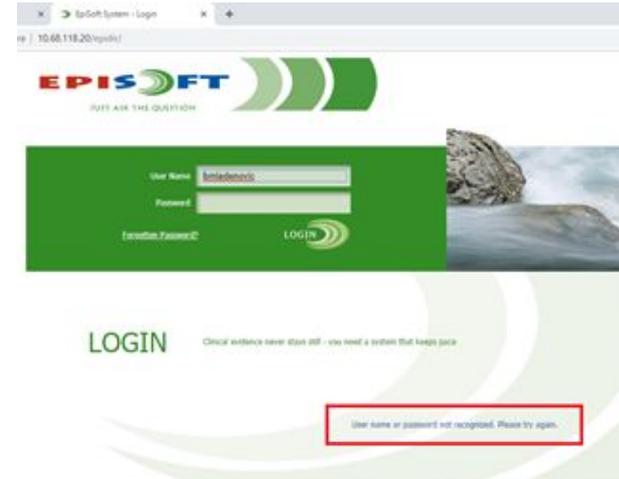


If prompted, you can optionally allow the browser to save your Service Account username and password.

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

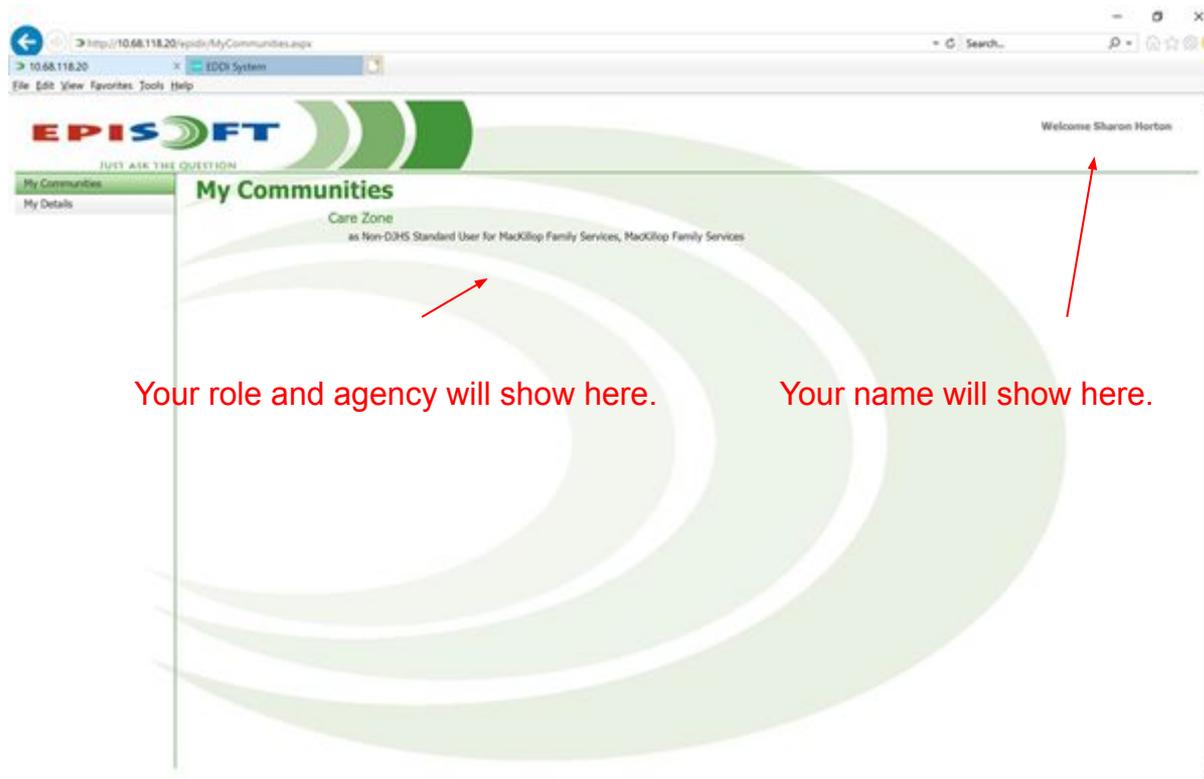


Enter your EpiSoft username and password



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 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)



Microsoft®

Outlook 2010

[Outlook 2010](#)