

TEAMVISION EMAIL

Doctor Accounts

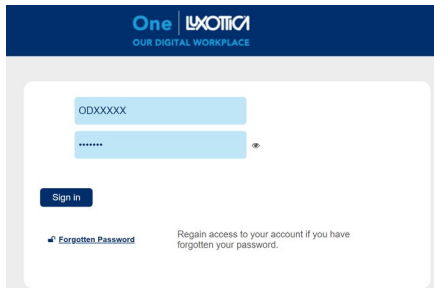
All TeamVision Doctors receive O365 accounts that provide access to Outlook Email, Word, Excel, PowerPoint, and Teams. This email will be used for all official communication from TeamVision (EssilorLuxottica). We also encourage doctors to utilize this email for anything business-related.

Email address format – DrFirstinitialLastname@teamvisionteam.com (i.e. DrJLake@teamvisionteam.com)

- Account is active 1-2 weeks after being issued an OD ID. If you are unable to access within 2 weeks of receiving your OD ID, please contact your field leader.
- Visit <https://www.microsoft365.com> to use the online version of the Microsoft Suite or download the application to your desktop (note you will still need to login to the desktop applications for access to the full versions)
- Eclips EHR (if applicable), OD production distribution lists, and communications from TeamVision will be automatically routed through your new email address
- ExtensisHR and any other business partners that you utilize will NOT be automatically updated and you can choose to do so manually or wait for future communication regarding your current domains

Take Action:

You will be required to reset your password and setup Multifactor Authentication (security feature) prior to the first use of your O365 account:



Visit <https://account.luxottica.com/adpassword> to update your password:

- Go to myaccount.microsoft.com
- Login using your TeamVision email and password
- Requirements may differ from current Windows passwords



Select “Update Info” under the **Security Info** Section:

- +Add sign-in method
- Select preferred method of authentication and proceed through prompts
- If you are still unable to access your account, call SSS at 833-467-4243 for assistance