

MNHC Login is: **First Name** + **1st Initial** of Last Name

Some users need 1st and 2nd Initial of Last Name

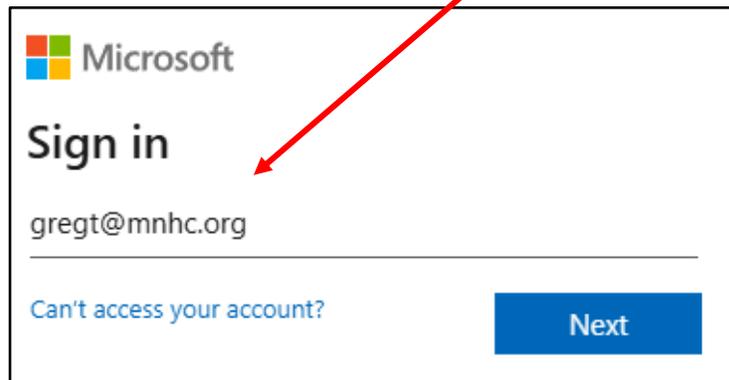
Name: **Greg Tremo**

Computer Log In: **GregT** Not Case Sensitive

Outlook/Microsoft **GregT@mnhc.org**

Web-Online Login Example

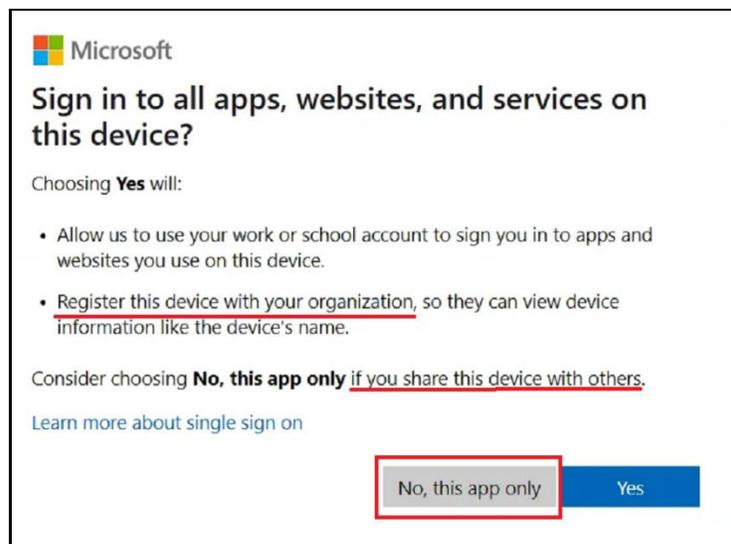
GregT@mnhc.org



A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, the email address "gregt@mnhc.org" is entered into a text field. Below the text field is a link that says "Can't access your account?". To the right of the text field is a blue button labeled "Next". A red arrow points from the email address in the screenshot above to the "Sign in" text in this screenshot.

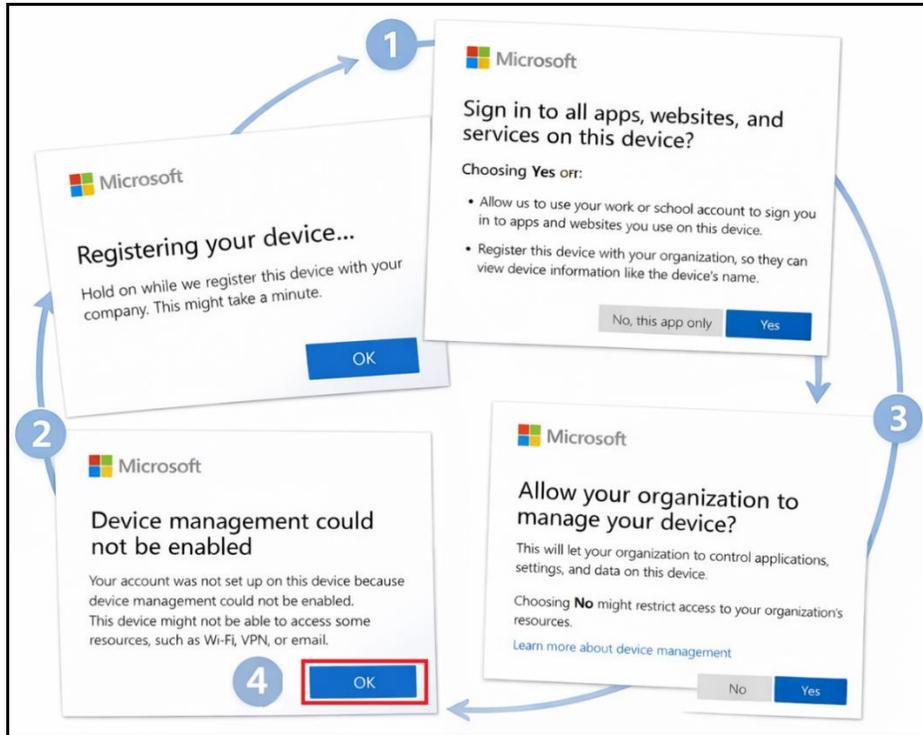
Only Enter First Name and First Initial of Last Name and Add @mnhc.org

Click No, This App Only



A screenshot of the Microsoft sign-in consent screen. At the top left is the Microsoft logo. Below it, the text "Sign in to all apps, websites, and services on this device?" is displayed. Underneath, the text "Choosing **Yes** will:" is followed by a bulleted list of permissions: "Allow us to use your work or school account to sign you in to apps and websites you use on this device." and "Register this device with your organization, so they can view device information like the device's name." Below the list, the text "Consider choosing **No, this app only** if you share this device with others." is displayed. At the bottom left, there is a link that says "Learn more about single sign on". At the bottom right, there are two buttons: a grey button labeled "No, this app only" and a blue button labeled "Yes". The "No, this app only" button is highlighted with a red box.

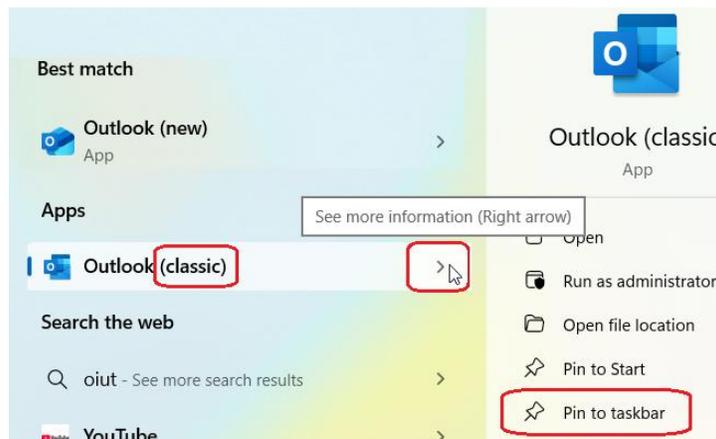
**If you clicked Yes in *Error*
You go around in circles.**



Click OK when you reach Step 4

**If you have Issues with the New Outlook
Or If you prefer the Classic Outlook**

How to Create a Desktop Shortcut to Outlook Classic.



Unpin the NEW Outlook by right-clicking on the Icon and selecting "Unpin."