

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

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

Example: **Greg Tremo**

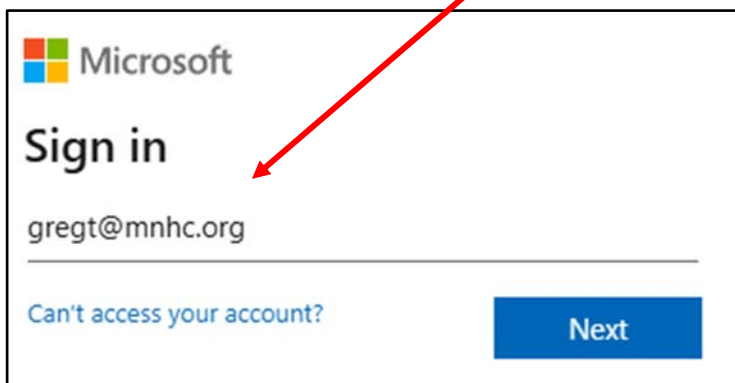
Computer Log In: **GregT** Not Case Sensitive

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

Online Login Example

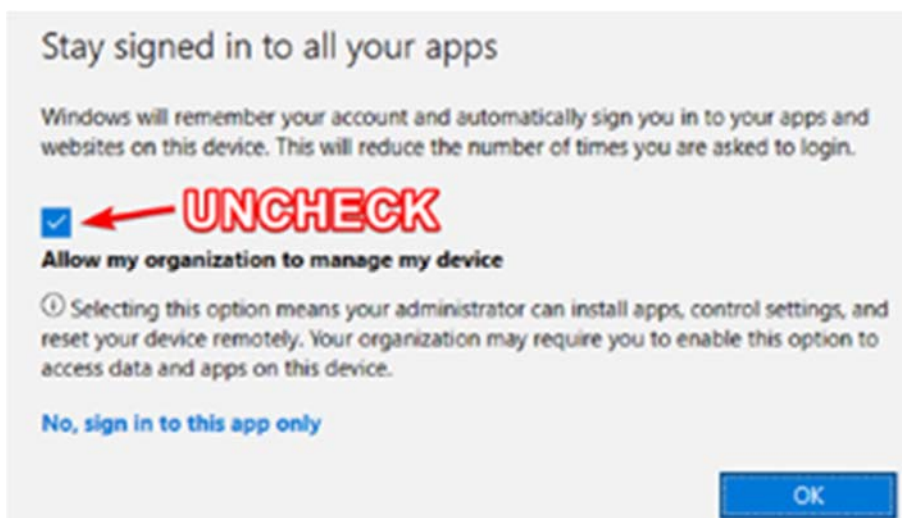
GregT **ADD** **@mnhc.org**

GregT@mnhc.org

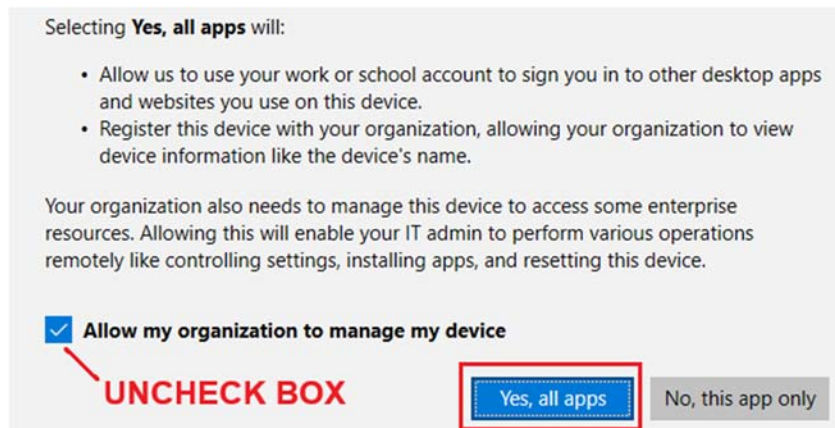
A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. Underneath, the email address "gregt@mnhc.org" is entered into a text field. Below the text field, there is a link that says "Can't access your account?". To the right of the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

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

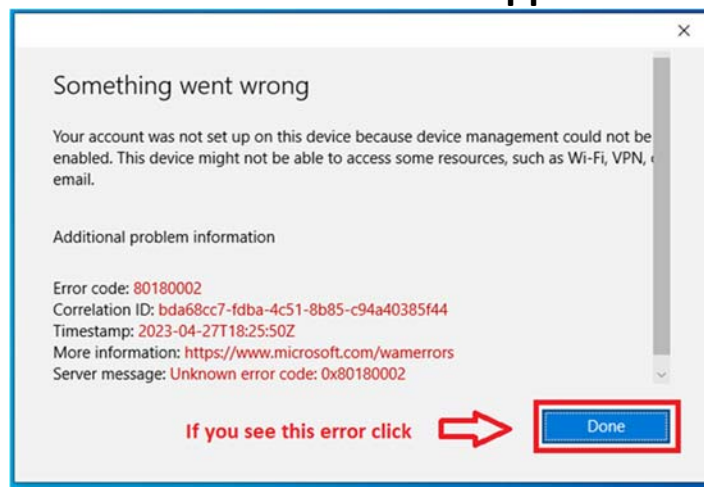
Uncheck the Box when this appears

A screenshot of a Windows sign-in dialog box. At the top, it says "Stay signed in to all your apps". Below this, there is a paragraph of text: "Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login." Below the text, there is a checkbox that is currently checked. To the right of the checkbox, the word "UNCHECK" is written in large, bold, red letters. A red arrow points from the "UNCHECK" text to the checkbox. Below the checkbox, the text "Allow my organization to manage my device" is displayed. Underneath this, there is a paragraph of text: "Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device." Below this text, there is a link that says "No, sign in to this app only". At the bottom right of the dialog box, there is a blue button labeled "OK".

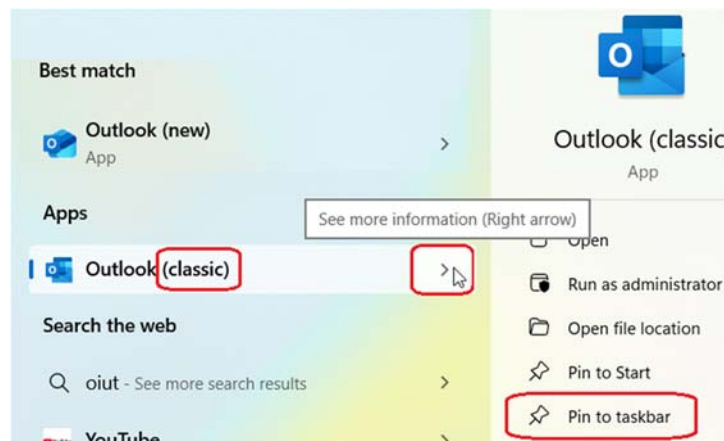
Windows 11 Screen



**If you Forget to Uncheck the Box – this Error will appear
Just click DONE
and the error will disappear**



Create Desktop Shortcut to Outlook Classic. Avoid using Outlook (NEW)



Unpin the NEW Outlook by Right click on the Icon and select "Unpin"