

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

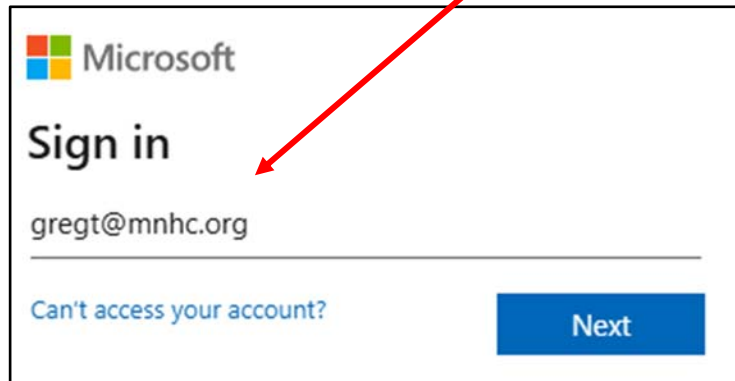
Outlook/Website **GregT@mnhc.org** Not Case Sensitive

Word/Outlook or MNHC Website Login Example

Enter Your **Computer** Login

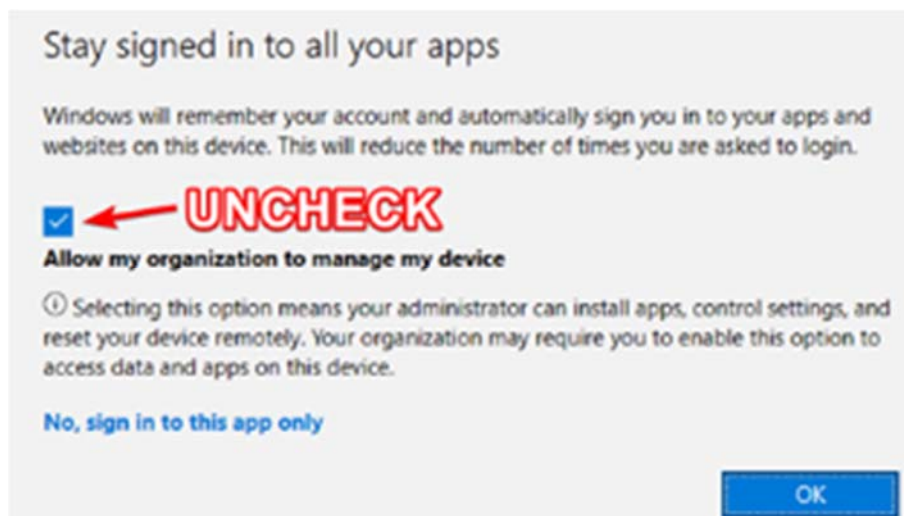
GregT **ADD** **@mnhc.org**

GregT@mnhc.org

A screenshot of the Microsoft Sign in interface. 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 "gregt@mnhc.org" in the text above to the email address in the text field.

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

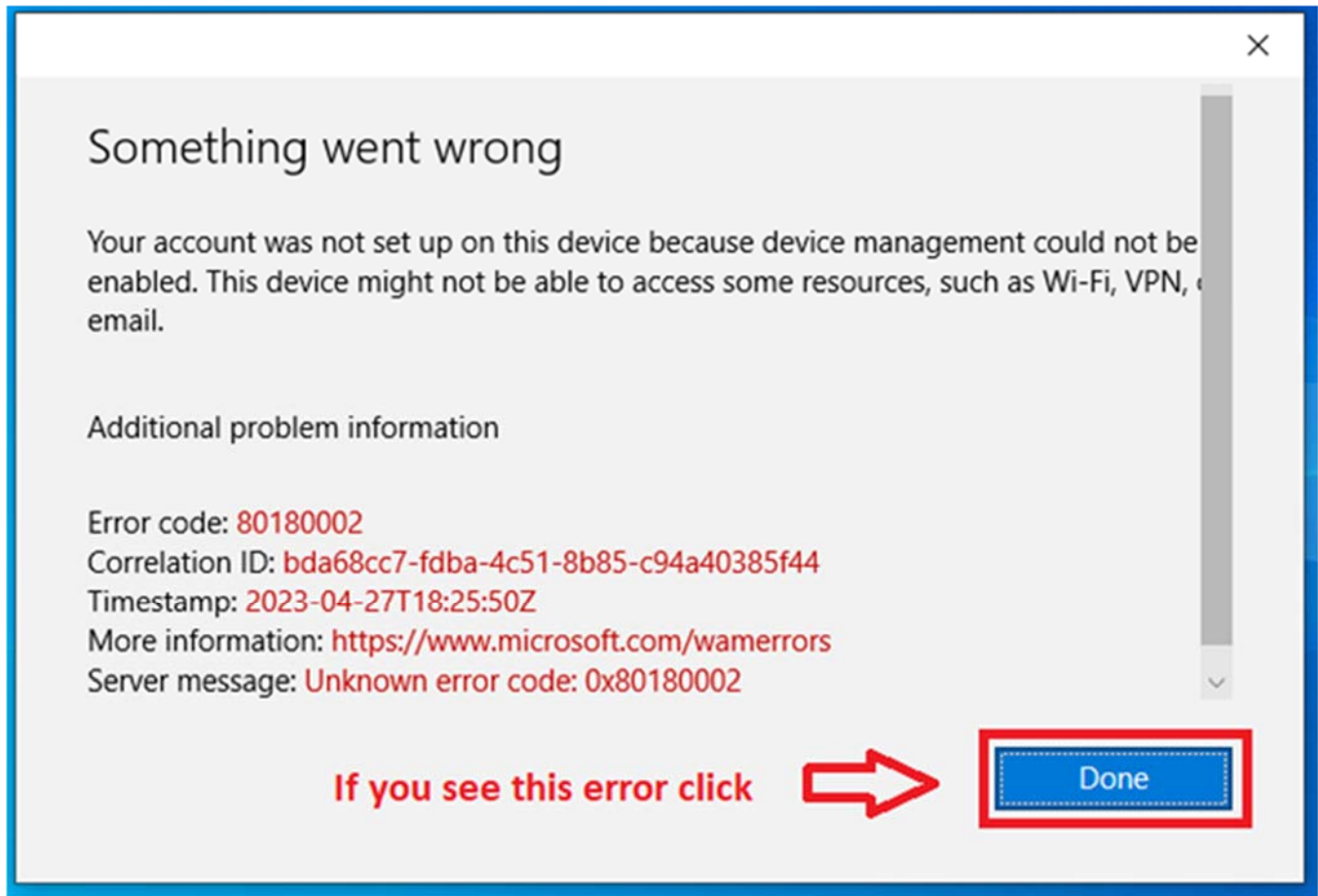
Uncheck the Box when this appears

A screenshot of a Windows sign-in prompt. At the top, it says "Stay signed in to all your apps". Below this, it explains: "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." There is a checked checkbox next to the text "Allow my organization to manage my device". A red arrow points from the word "UNCHECK" in large red letters to the checkbox. Below the checkbox, there is a small icon and 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." At the bottom left, there is a link that says "No, sign in to this app only". At the bottom right, there is a blue button labeled "OK".

If you Forget to Uncheck the Box – this will appear

See below

Just click DONE and the error will disappear



Step 1: Download MS Authenticator - Image is Below



Step 2: Choose the 2nd app that is listed