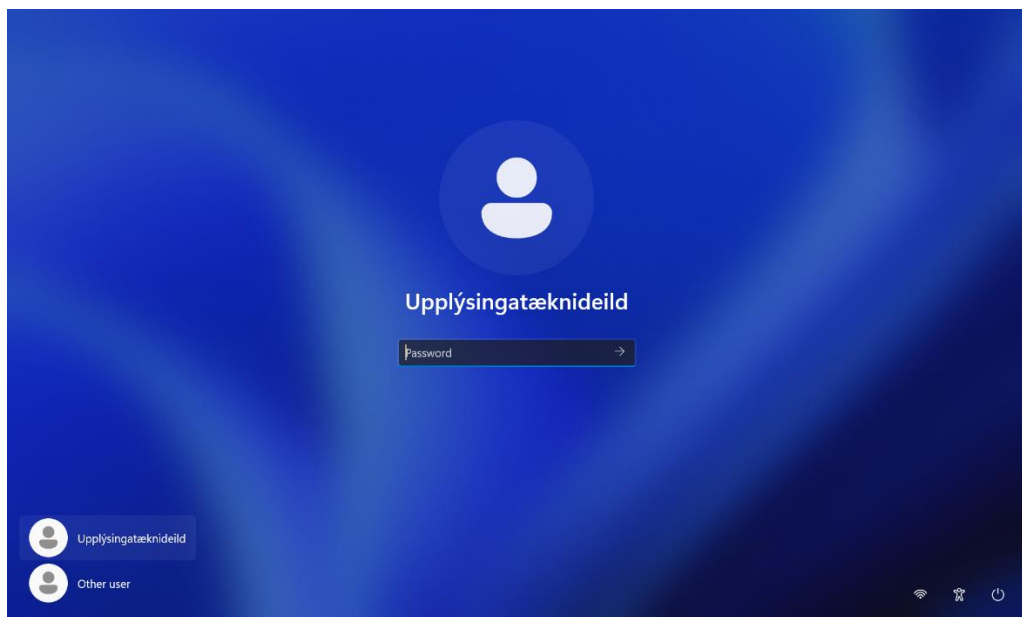
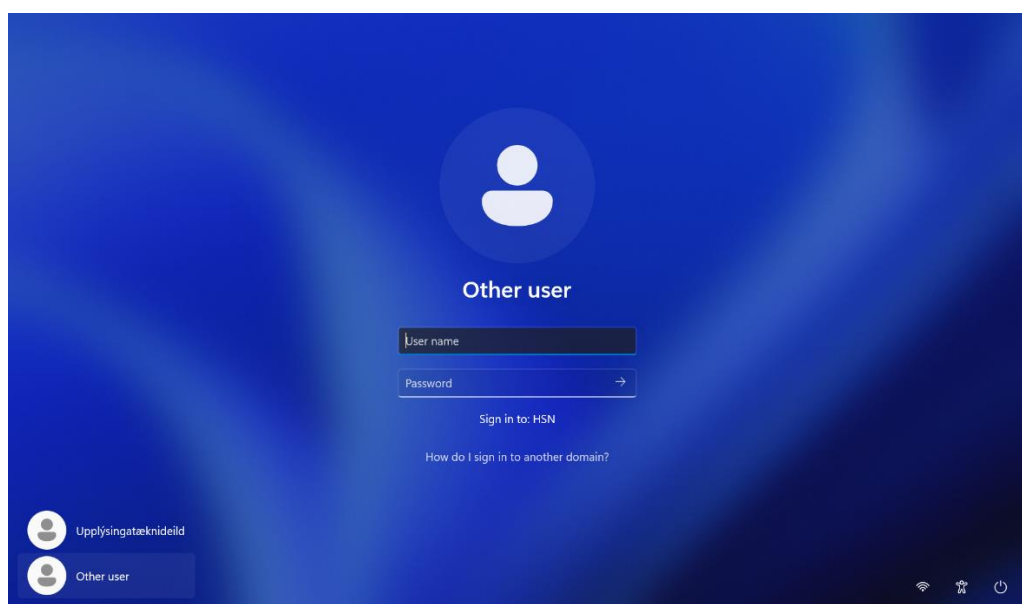


Windows – Login

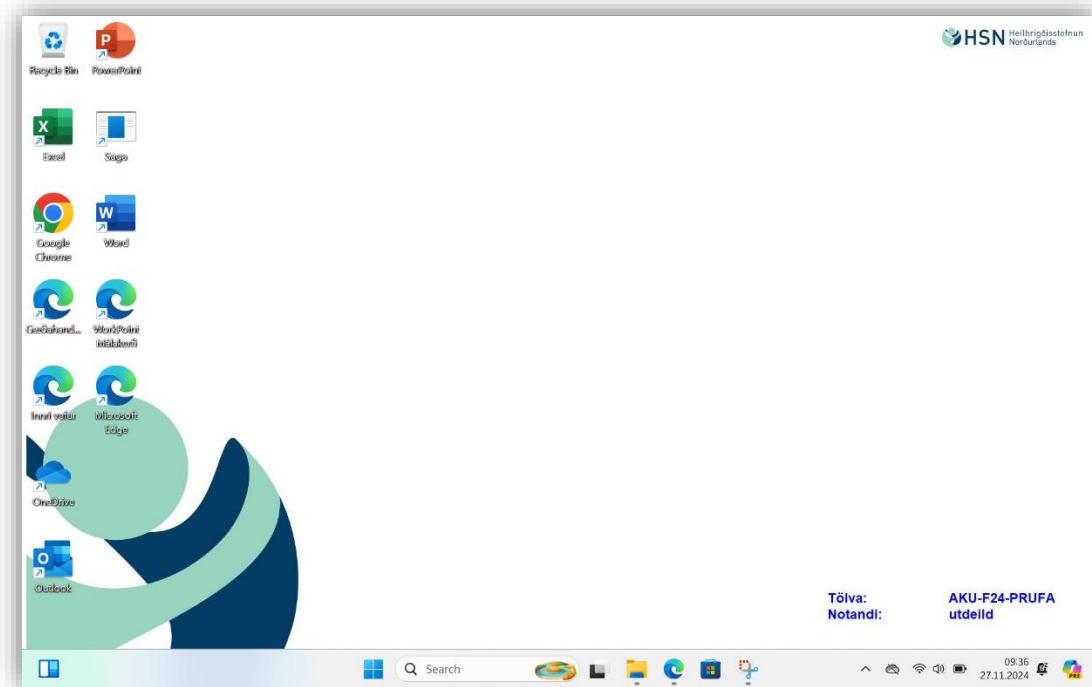
If an employee encounters a computer where someone else is logged in, it is likely that they will see the name of that employee on the screen. In this case, they need to start by selecting "Other User," which is located in the bottom left corner of the screen. (In the image below, the user "Upplýsingatæknideild" was the last one to log into the computer.)



When the employee selects "Other User," they will have the option to enter their username and password. Once entered, they should press the Enter key on the keyboard (↵).



When the employee logs into the computer with their username and password, their desktop will appear. On the desktop, there are shortcuts to systems as well as information about the computer. In the bottom right corner, the employee can see the computer's name and the username of the logged-in user (which should be their own username).



On the desktop, several shortcuts can be found, including:

- **Outlook** - Email client
- **Word** - Word processing software
- **Excel** - Spreadsheet software
- **PowerPoint** - Presentation and slideshow software
- **OneDrive** - Cloud storage
- **Innri vefur** - Shortcut to HSN's internal website
- **Gæðahandbók** - Shortcut to HSN's quality manual



To access HSN's internal website, double-click on the shortcut for the internal website.



To open the email, double-click on the **Outlook** shortcut. This will launch the web version of Microsoft Outlook in a browser.

If the employee has not previously signed into their email on that computer, a login window will appear, prompting them to enter their email address. In this example, the email address for the **IT department** is being used. After entering the email address, press **Enter**, and the webmail will open.

A screenshot of the Outlook webmail sign-in window. The window has a light gray header with the word 'Outlook' in large black font. Below the header is a white box containing the Microsoft logo (four colored squares) and the word 'Microsoft'. Underneath is the text 'Sign in' in bold, followed by 'to continue to Outlook'. A text input field contains the email address 'utdeild@hsn.is'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. A blue button labeled 'Next' is positioned to the right of the input field. At the bottom of the white box is a gray bar with a key icon and the text 'Sign-in options'.