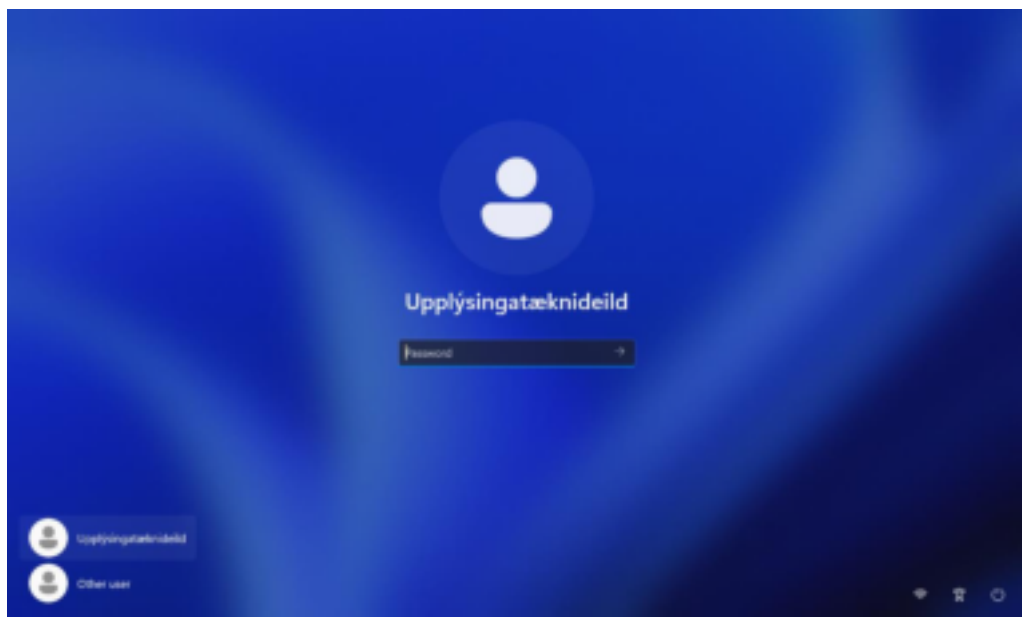
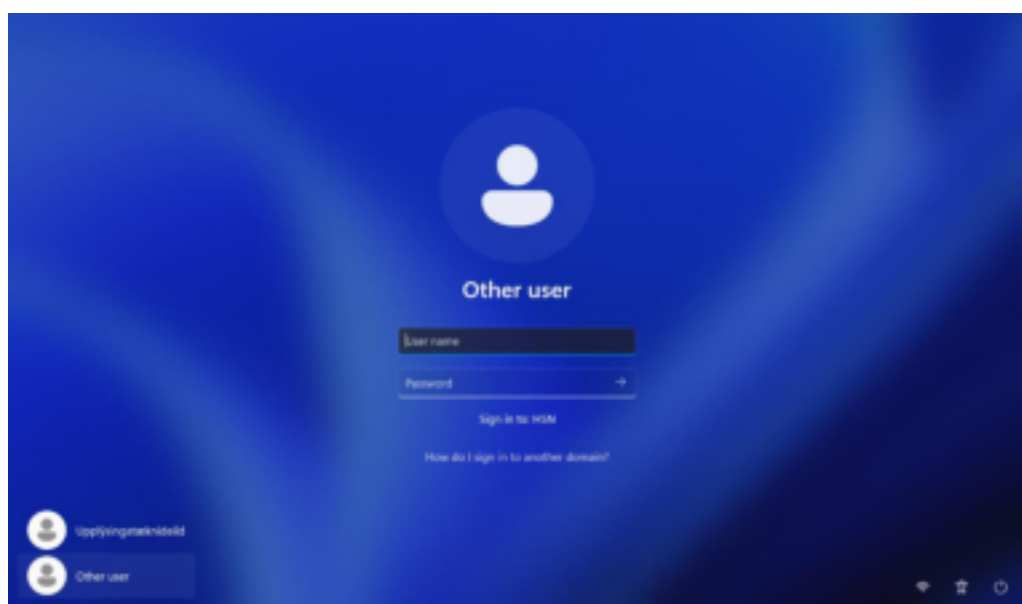


Windows – Login

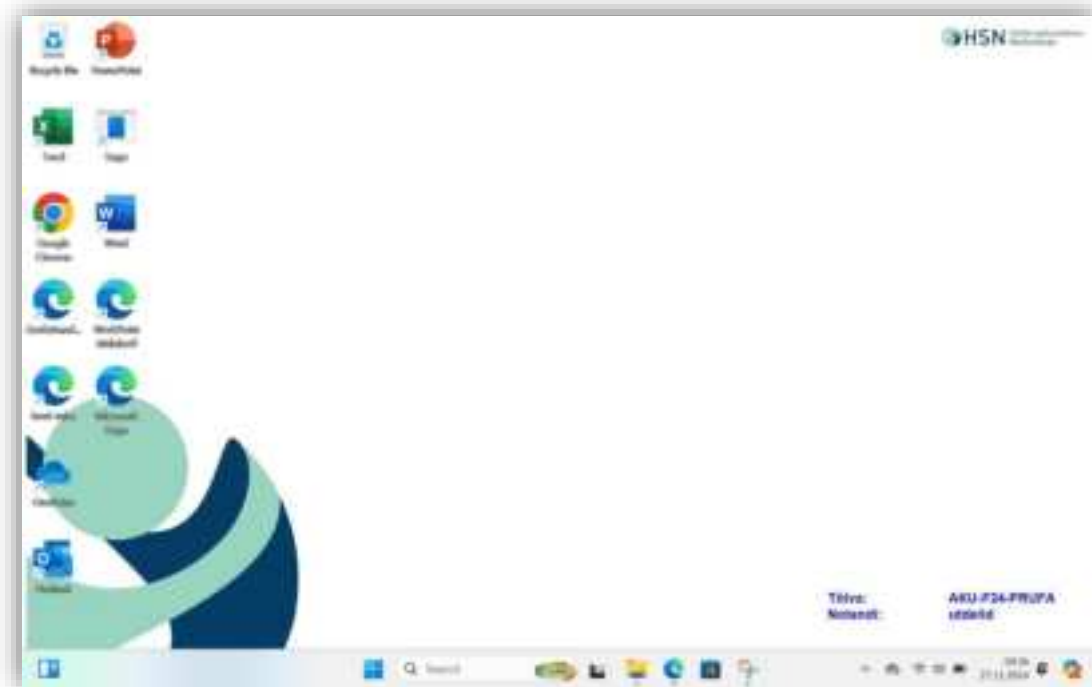
If an employee encounters a computer where someone else is logged in, it is likely that they will see the name of that employee on the screen. In this case, they need to start by selecting "Other User," which is located in the bottom left corner of the screen. (In the image below, the user "Upplýsingatæknideild"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

Outlook

 Microsoft


Sign in

to continue to Outlook

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options