Manuals+ — User Manuals Simplified.

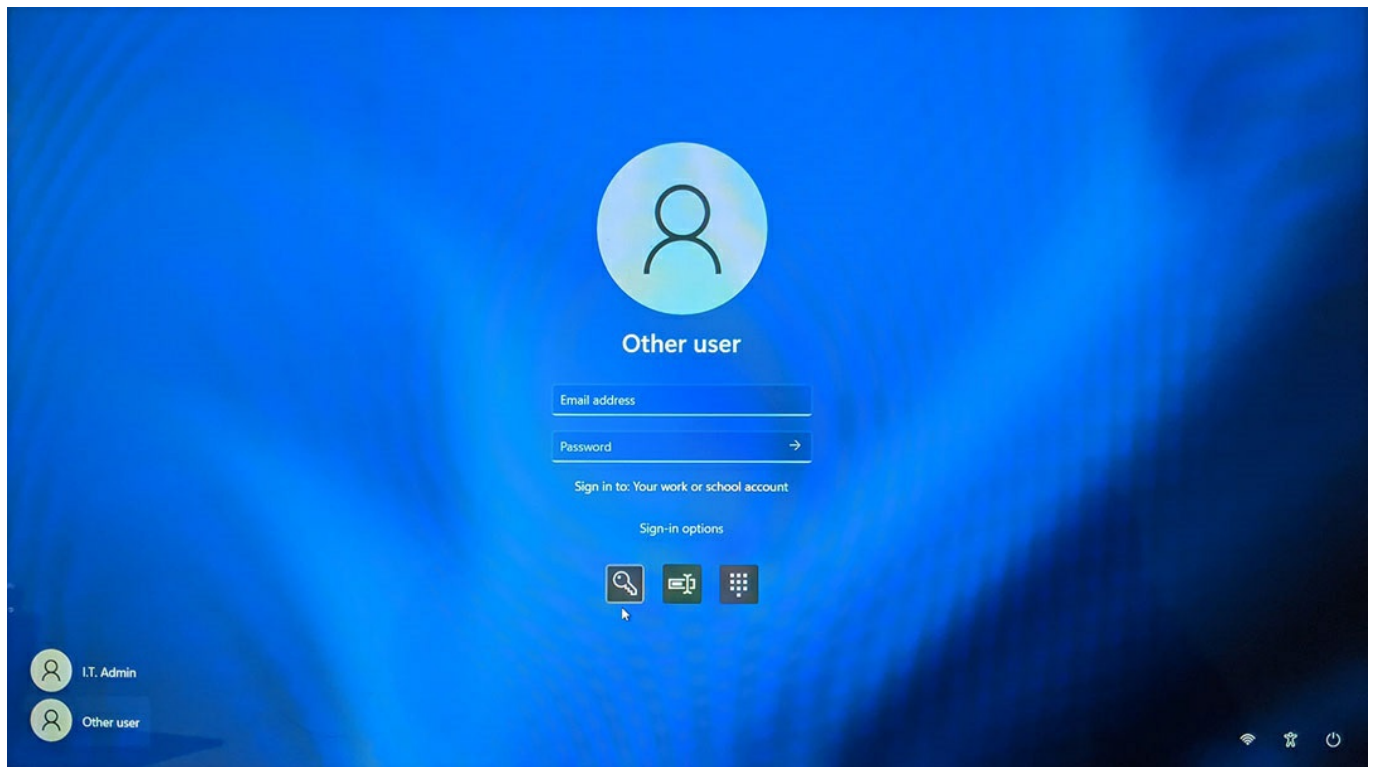# Microsoft Windows Login Account User Guide

Contents

Microsoft Windows Login Account

Specifications

- Product Name: Microsoft 365
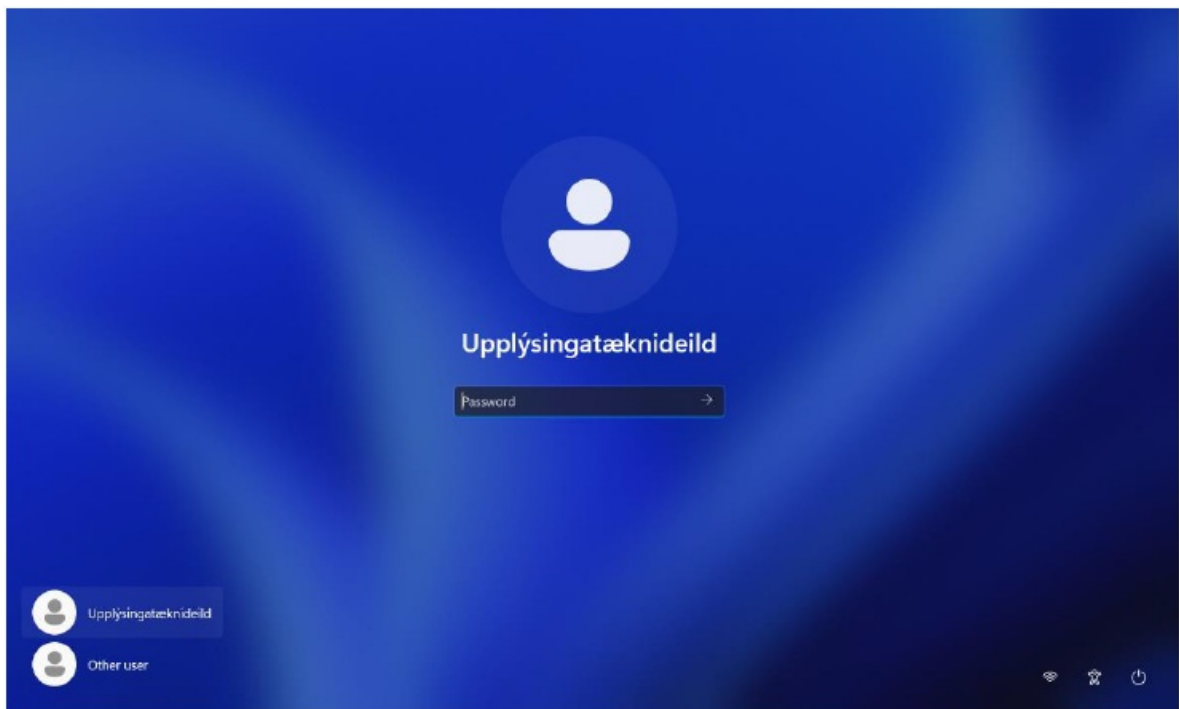- Version: Latest
- Access: Computer-based

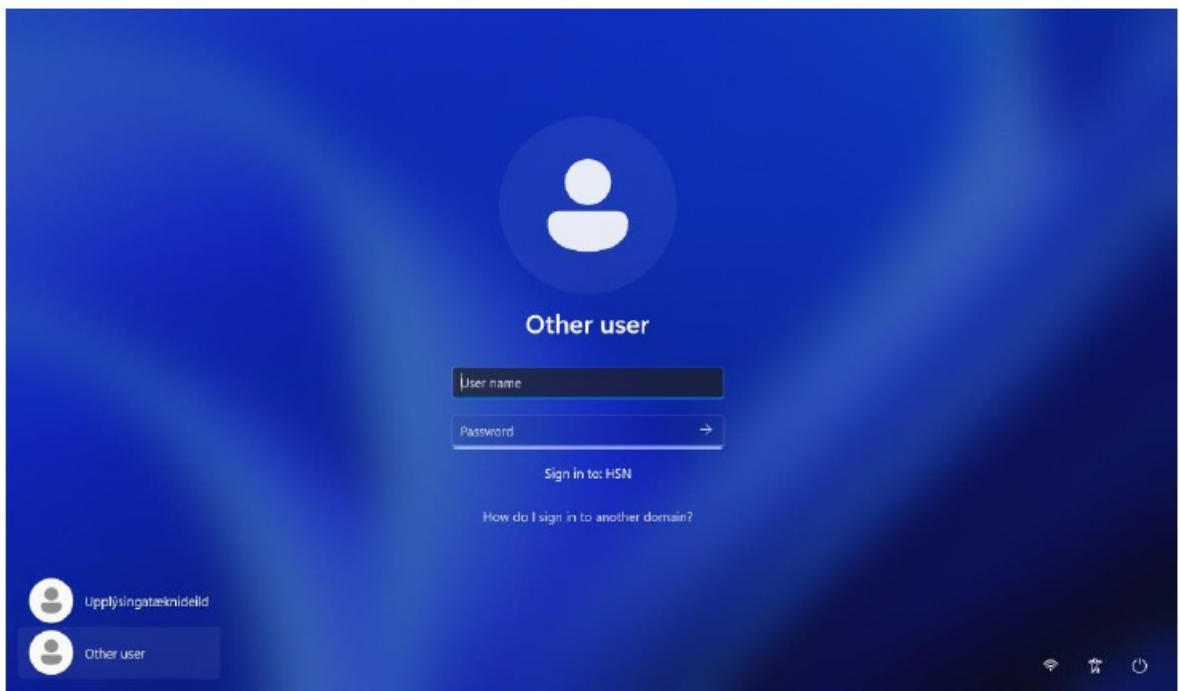## Product Usage Instructions

Logging In:

1. When the employee logs into the computer with their username and password, their desktop will appear.
2. On the desktop, find shortcuts to different systems and computer information.
3. In the bottom right corner, the computer's name and the logged-in user's username will be displayed.

Windows Login

If an employee encounters a computer where someone else is logged in, they will likely 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).
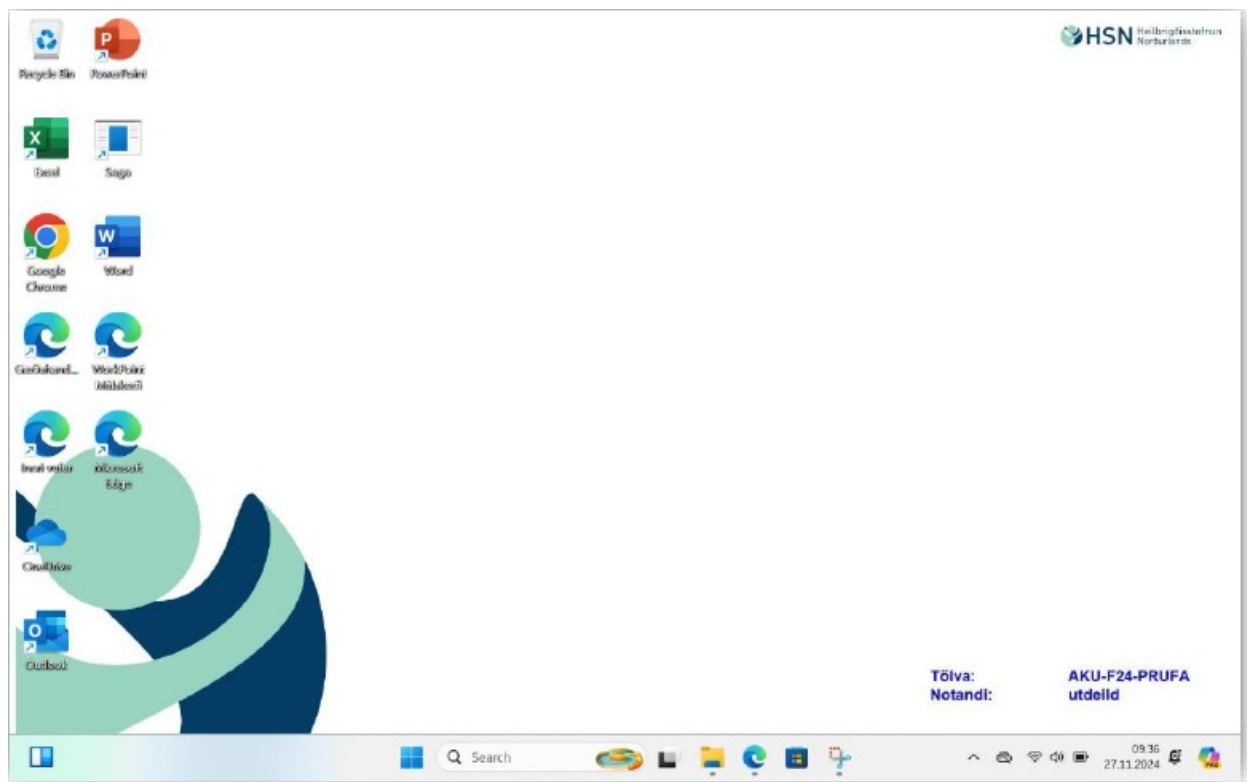
On the desktop, several shortcuts can be found, including:

- Outlook – Email client
- Word – Word processing software
- Excel – Spreadsheet software
- PowerPoint – Presentation and slideshow software
- OneDrive – Cloud storage
- Shortcut to HSN's internal website
- 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

utdeild@hsn.is

No account? Create one!

Can't access your account?

Next

Sign-in options

Frequently Asked Questions

Q: How do I reset my password in Microsoft 365?

A: To reset your password, navigate to the account settings in Microsoft 365 and look for the password reset option. Follow the on-screen instructions to complete the password reset process.

Q: Can I access Microsoft 365 offline?

A: Microsoft 365 primarily operates online; however, some features may be available offline depending on the specific application and your settings. It is recommended to have an internet connection for full functionality.

Documents / Resources

[Microsoft Windows Login Account](#) [pdf] User Guide
Windows Login Account, Login Account, Account

References

- **[User Manual](#)**