



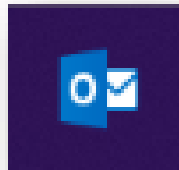
**When preparing to open Outlook, avoid any older shortcuts or pinned apps you may still have in your start menu or on your taskbar.**

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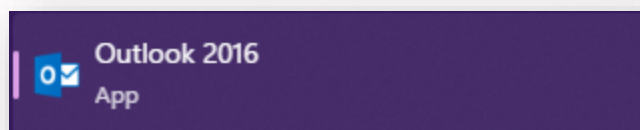
**Do NOT use the old Outlook 2016 logo, if it is still present**



**Be aware of any pinned icons you may have on the taskbar**

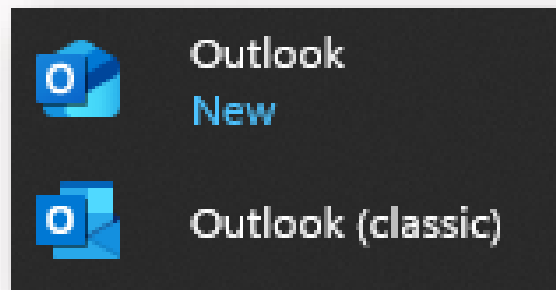


**Or pinned items in your start menu**

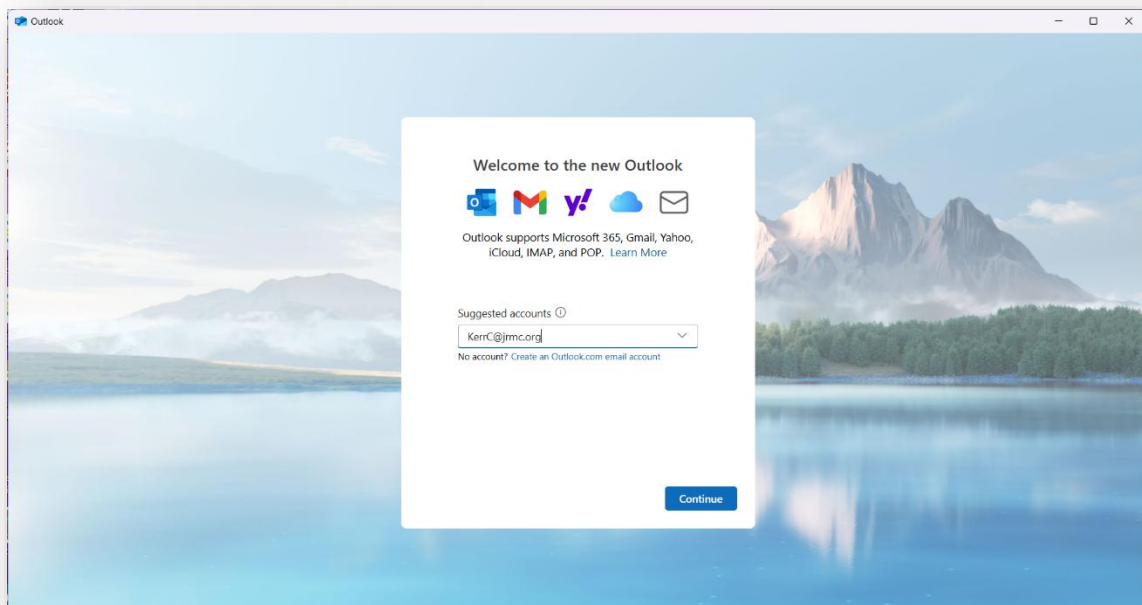




**Click the Start menu, then open either Outlook or Outlook (classic), with classic being a more traditional layout you may be used to from Outlook 2016**

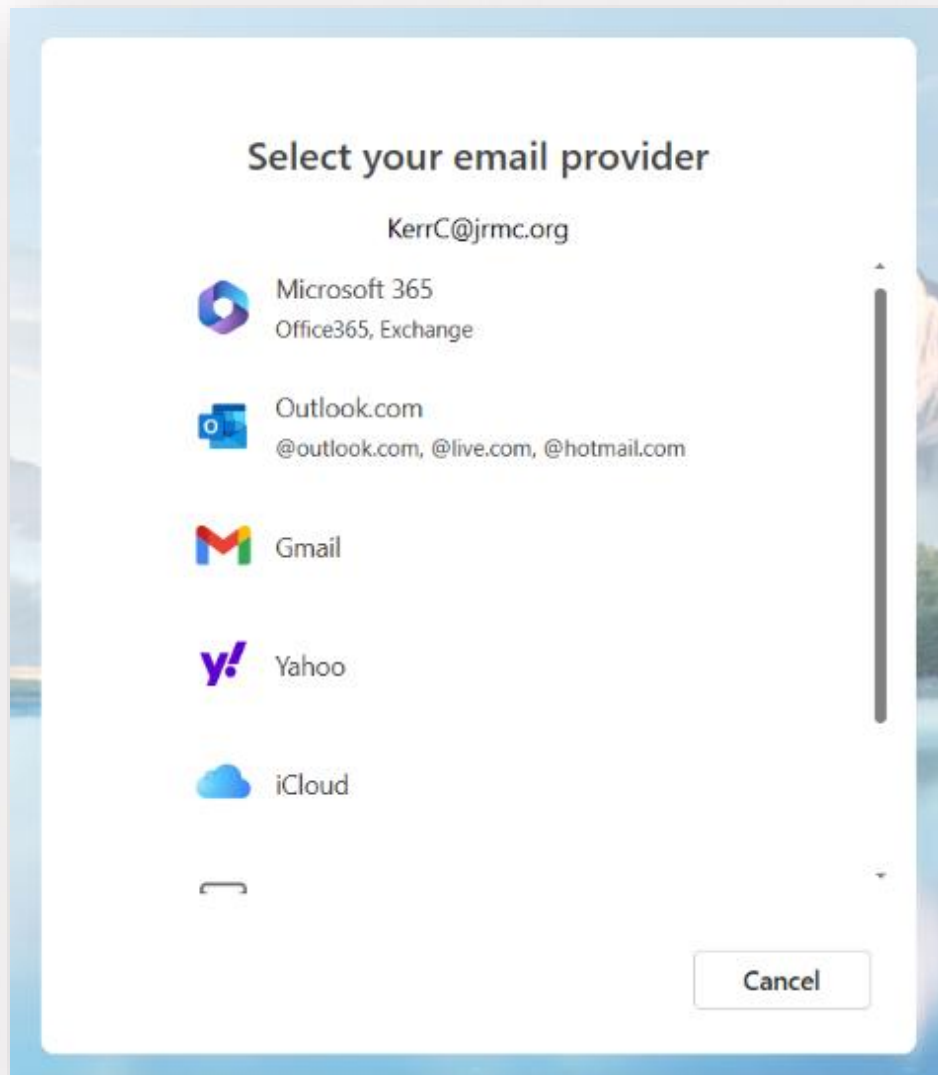


**Opening Outlook, you'll be prompted to provide an account to use. With your email address in the field, select "Continue" or "Sign-In"**



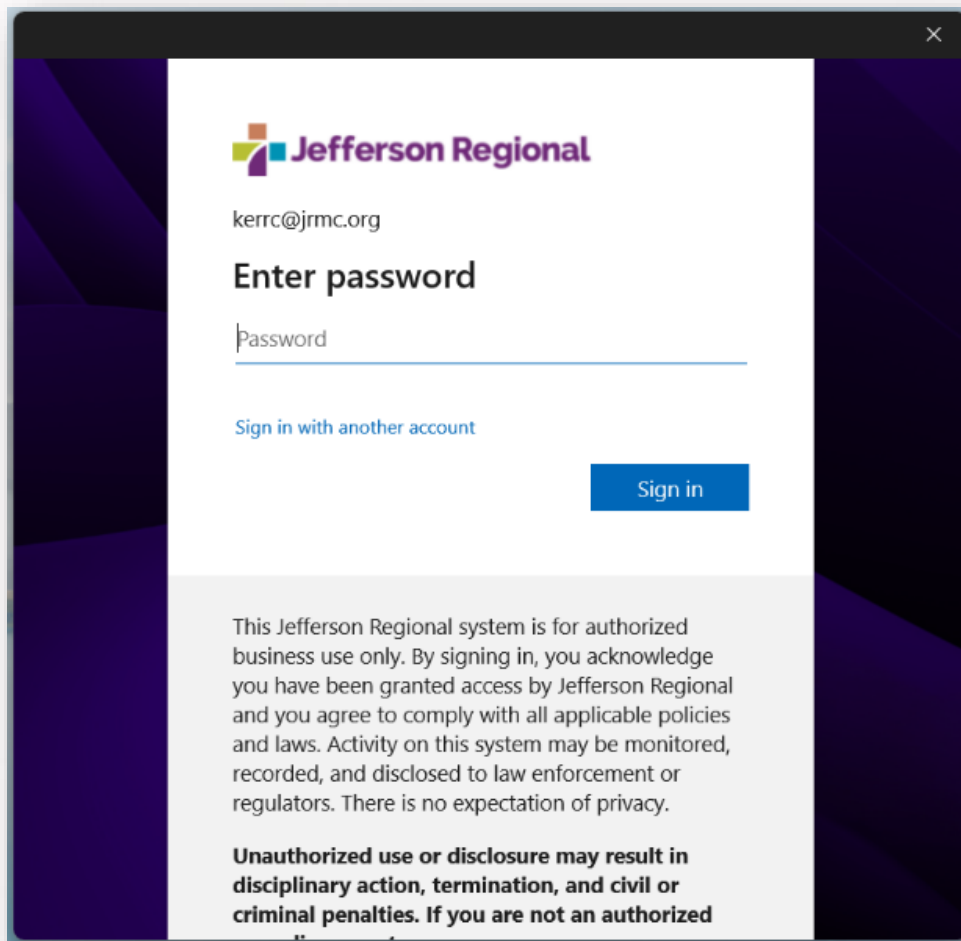


**\* If prompted, select Microsoft 365 or Office 365**





**Enter the password you use to login to Allscripts, your PC, or your email.  
Then, click “Sign in”**

A screenshot of a web browser window showing the Jefferson Regional login page. The page has a white background with a dark purple sidebar on the left. At the top left of the page is the Jefferson Regional logo. Below the logo, the email address "kerrc@jrmc.org" is displayed. The main heading is "Enter password". Below this is a password input field with the placeholder text "password". Underneath the input field is a link that says "Sign in with another account". To the right of the input field is a blue button labeled "Sign in". At the bottom of the page, there is a disclaimer in a light gray box: "This Jefferson Regional system is for authorized business use only. By signing in, you acknowledge you have been granted access by Jefferson Regional and you agree to comply with all applicable policies and laws. Activity on this system may be monitored, recorded, and disclosed to law enforcement or regulators. There is no expectation of privacy." Below the disclaimer is a bolded warning: "Unauthorized use or disclosure may result in disciplinary action, termination, and civil or criminal penalties. If you are not an authorized".

**Jefferson Regional**

kerrc@jrmc.org

### Enter password

password

[Sign in with another account](#)

**Sign in**

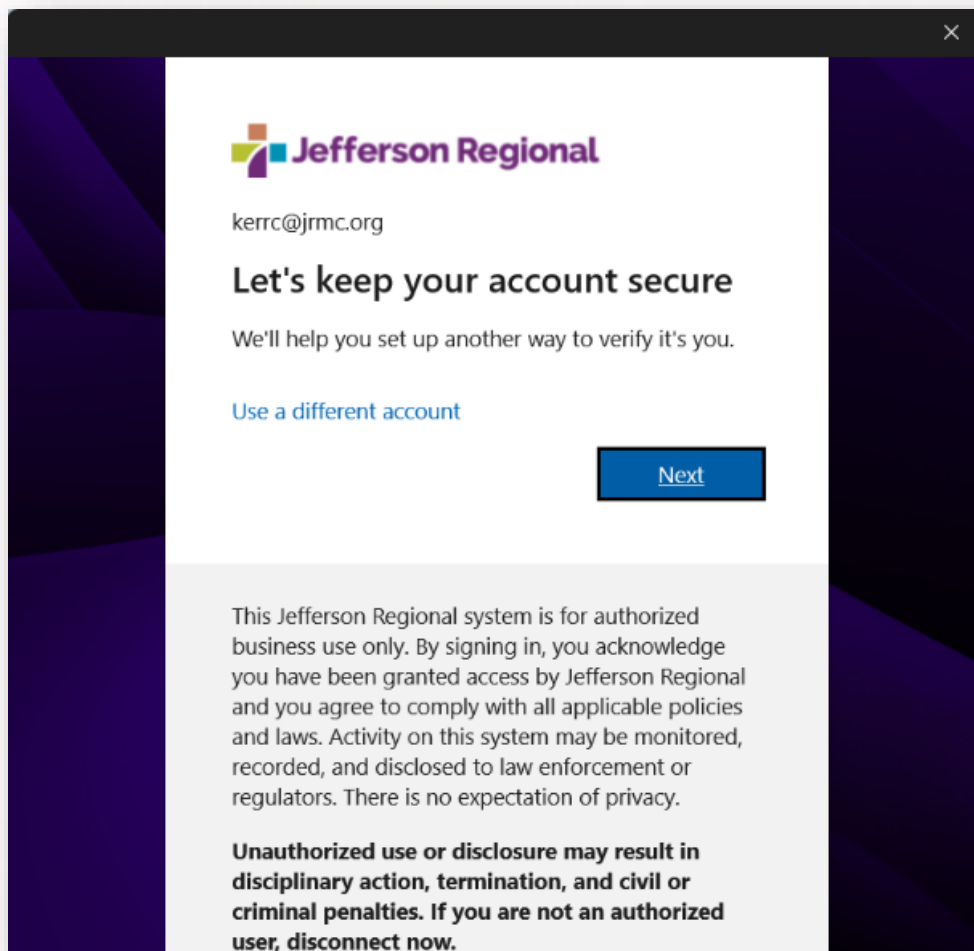
This Jefferson Regional system is for authorized business use only. By signing in, you acknowledge you have been granted access by Jefferson Regional and you agree to comply with all applicable policies and laws. Activity on this system may be monitored, recorded, and disclosed to law enforcement or regulators. There is no expectation of privacy.

**Unauthorized use or disclosure may result in disciplinary action, termination, and civil or criminal penalties. If you are not an authorized**



**Once you've logged in, you'll need to set up Multi-Factor Authentication (MFA)**

**Click "Next"**

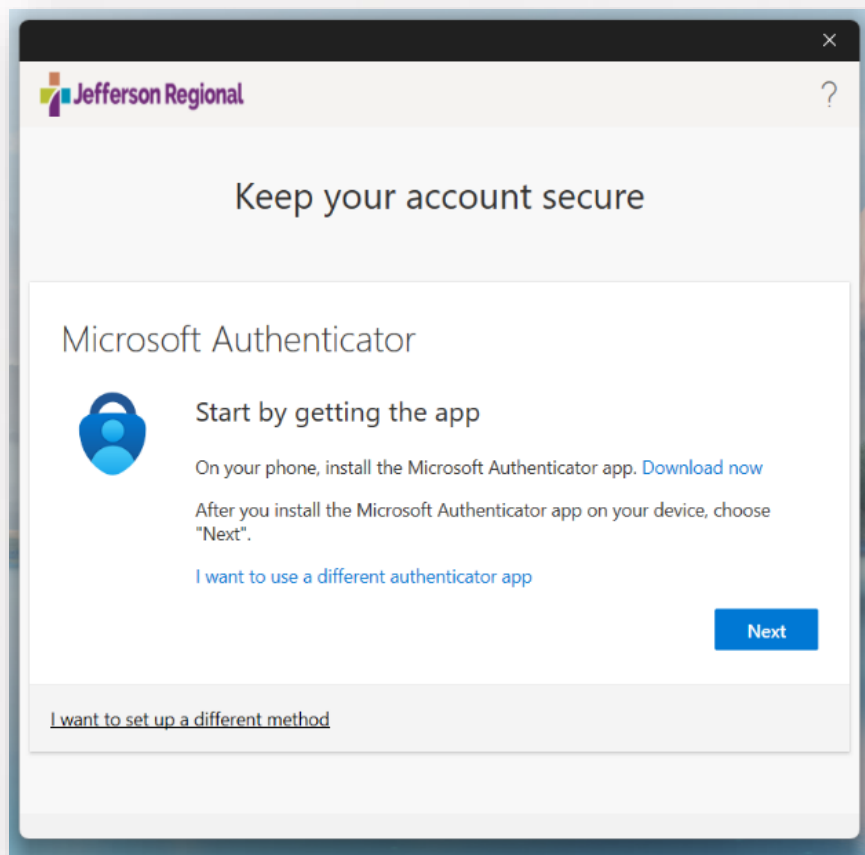




**Using your phone's camera, scan the following QR code to download the Microsoft Authenticator app onto your phone**

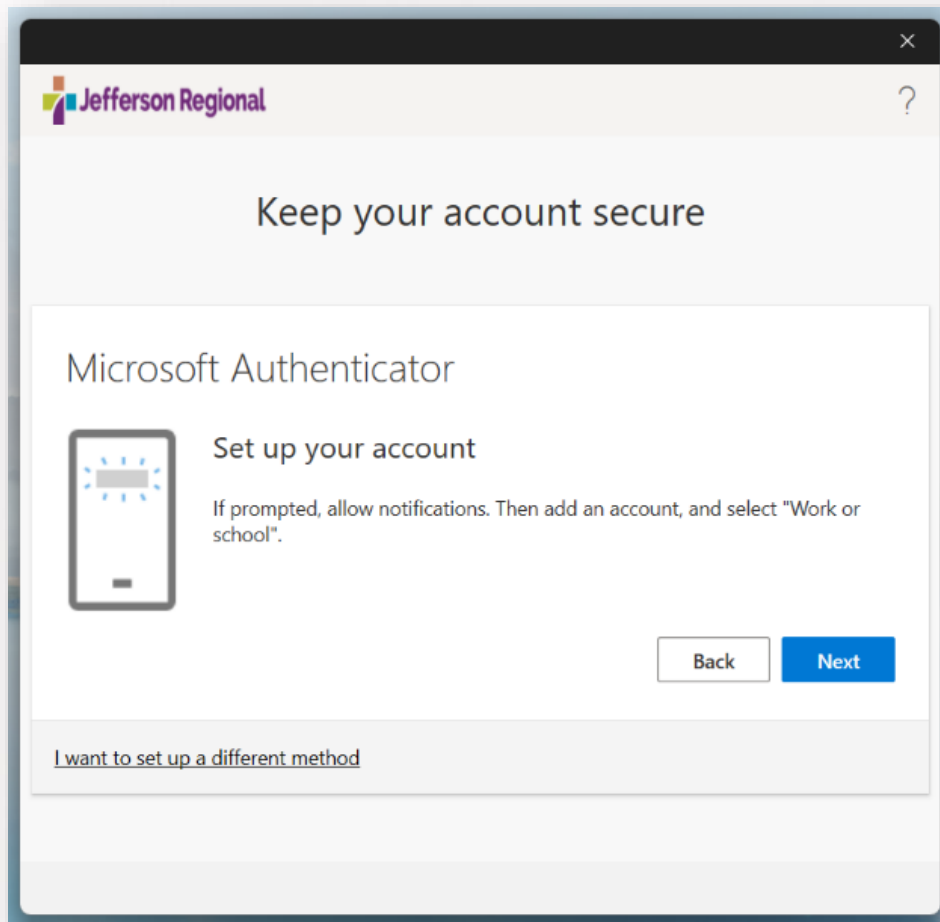


**Once downloaded (or if you already have the app) open it now**





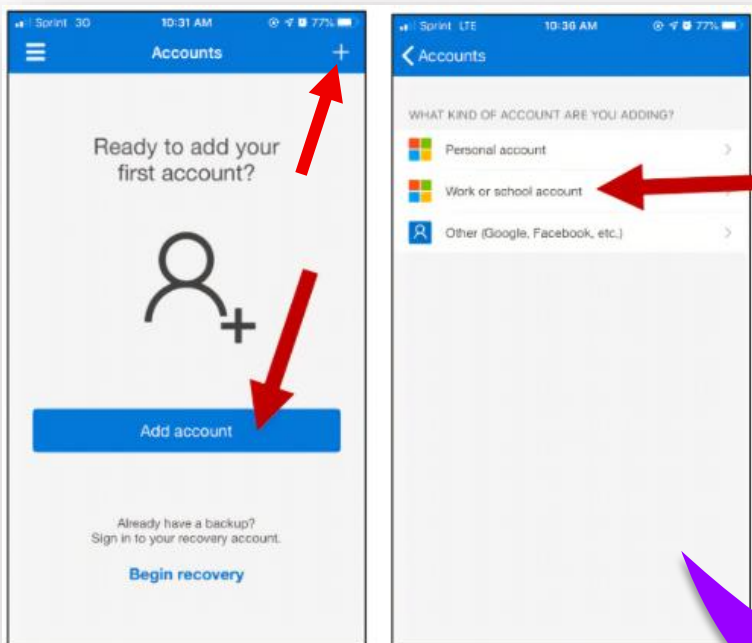
Select "Next" to begin setting up MFA for your Jefferson Regional Account



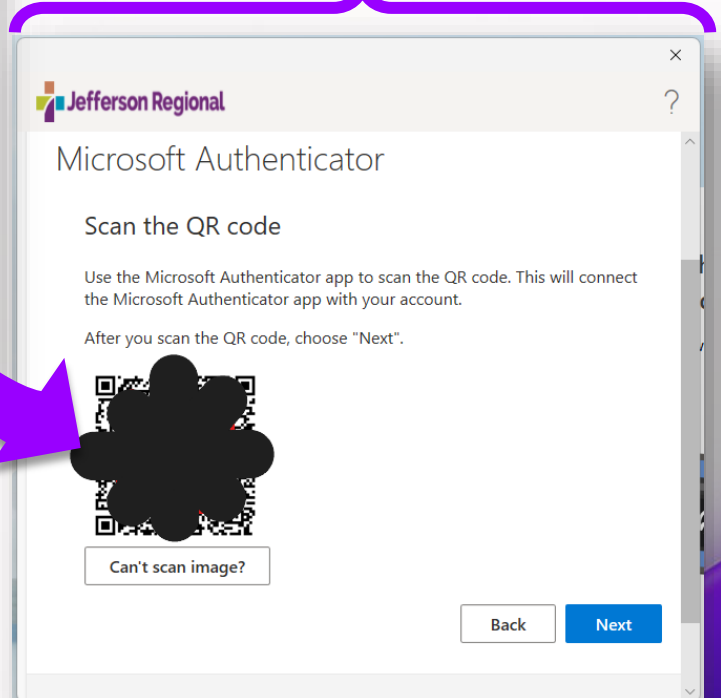
## Using the Microsoft Authenticator app,

Select the **+** button, then “Work or school account”  
and then scan the QR code shown on the PC

### Phone



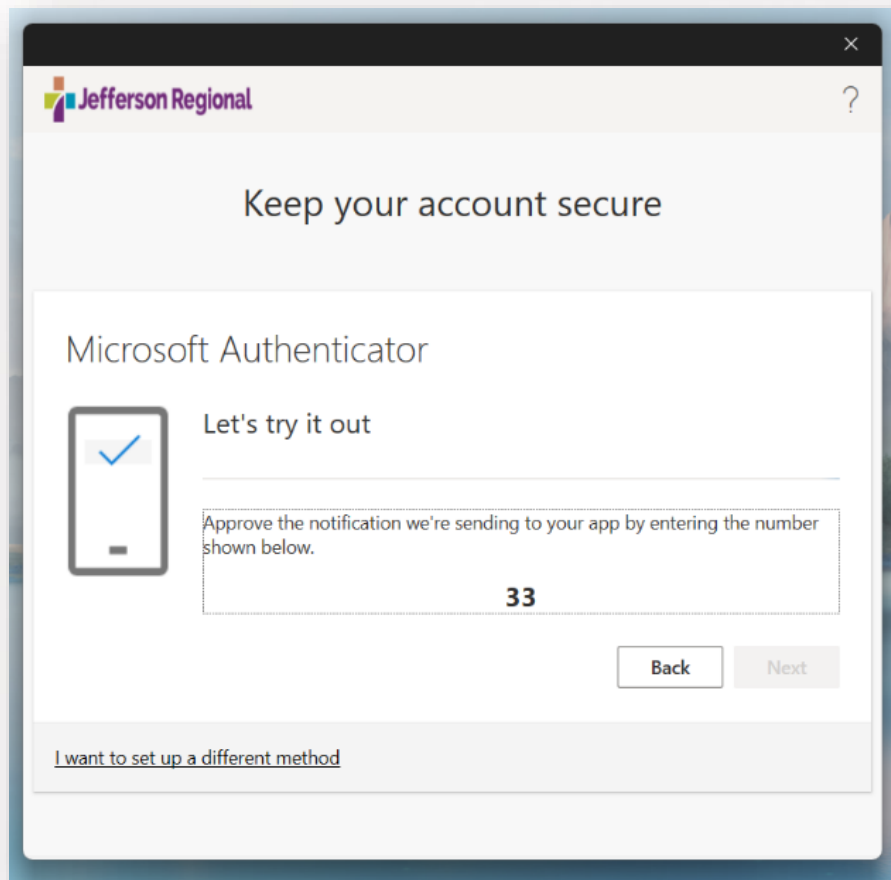
### Computer





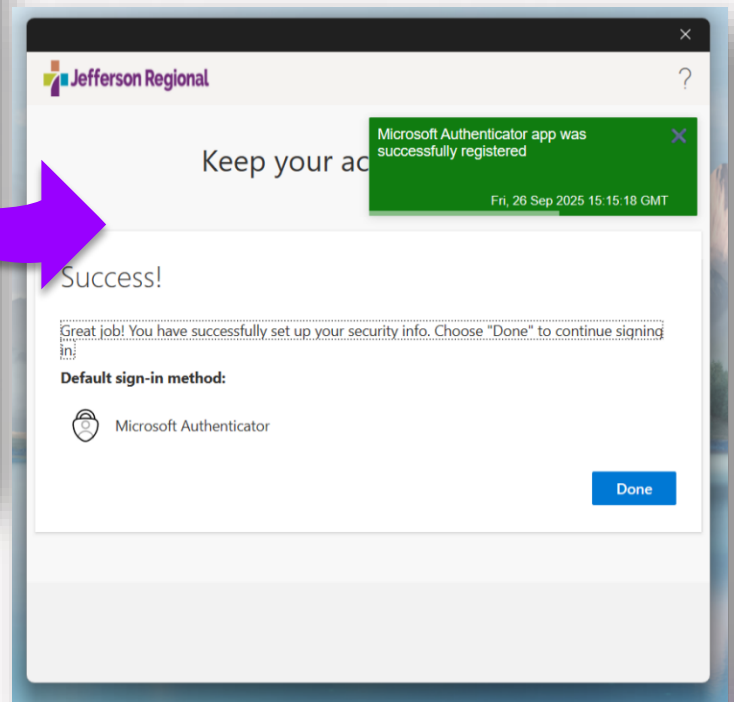
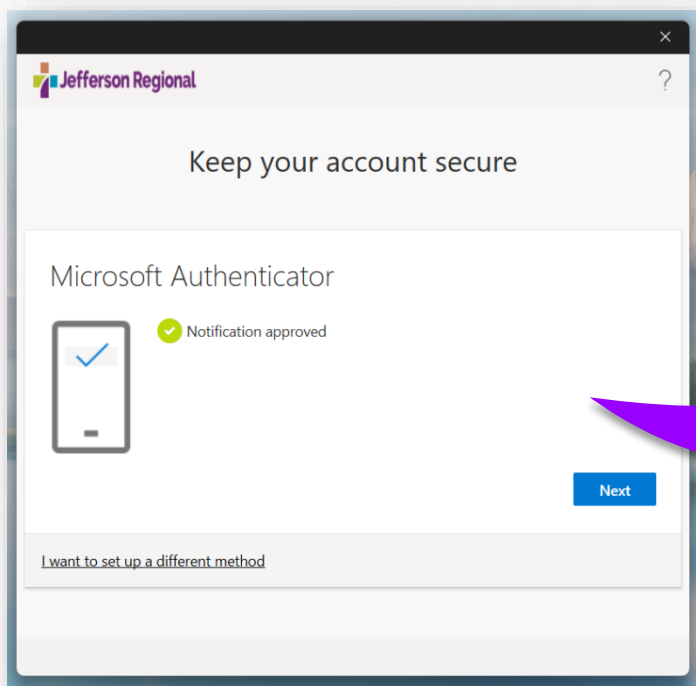
### Once it is added, you will be prompted to test your MFA

1. On your computer, there will be a number shown
2. On your phone, Microsoft Authenticator will notify you of an authentication request
3. Open the notification and enter the number shown on your computer screen





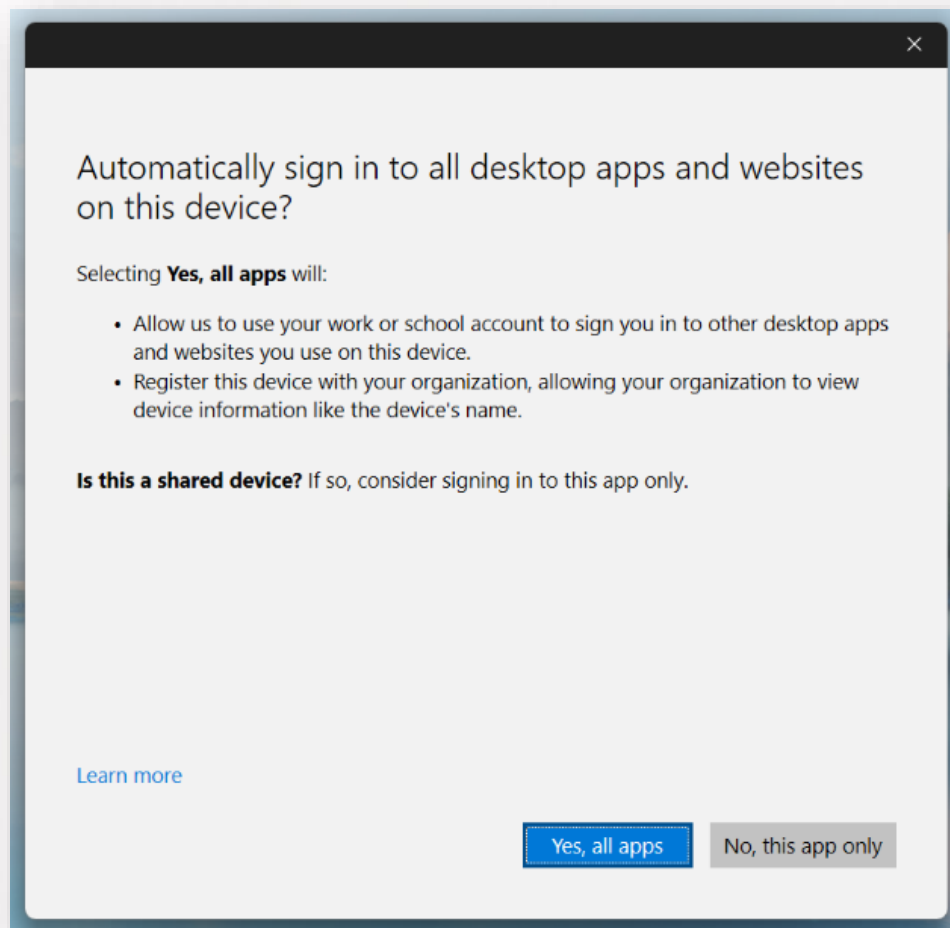
**With your MFA set up, select “Done” to proceed with opening Outlook**





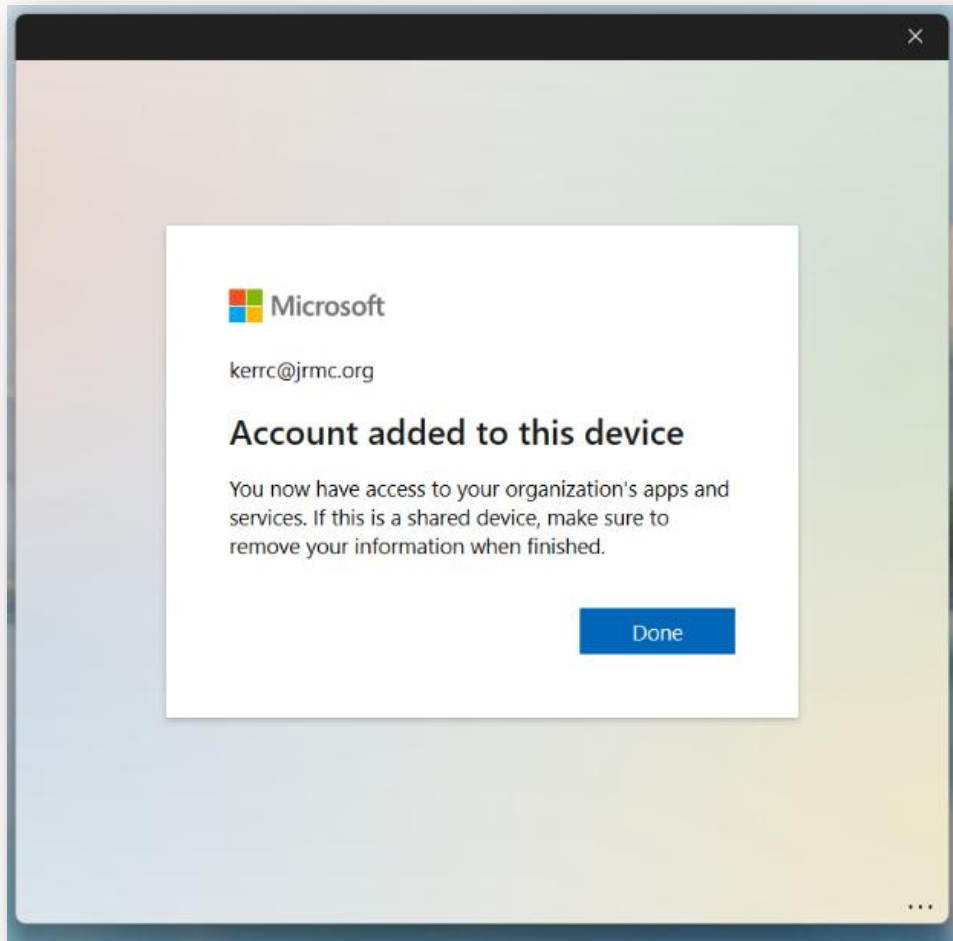
**When prompted for automatic sign-in, select “Yes, all apps”**

**Other applications like Word and Excel may ask you to sign-in to activate upon your first time opening them\***





**Your setup is complete, select “Done” to open Outlook and begin using your**





**The new icons for Office follow the same color scheme as the previous ones, you can locate these in your Start menu to open them, create new shortcuts, and pin them**

