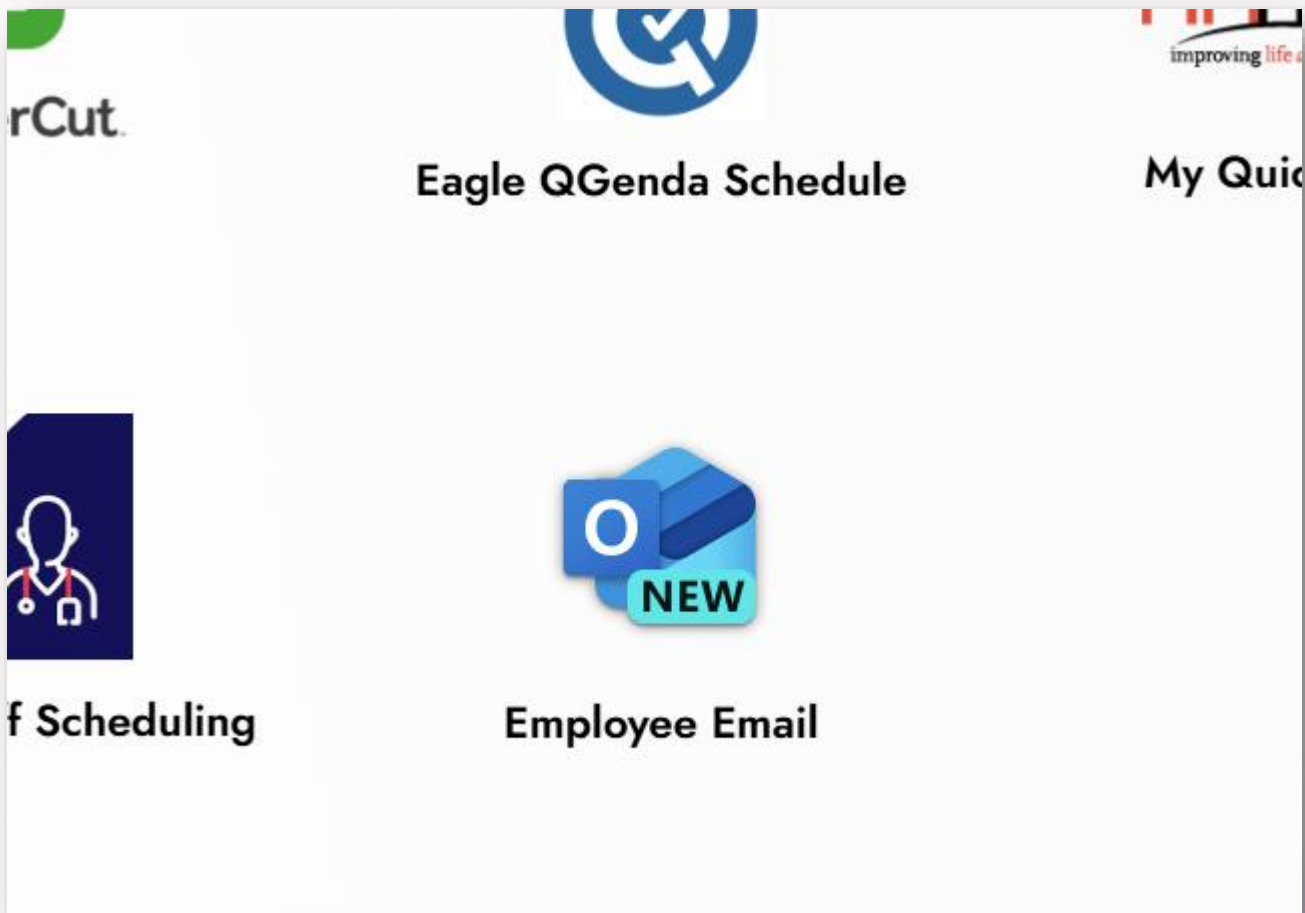




Open your web browser and navigate to <https://outlook.office.com>

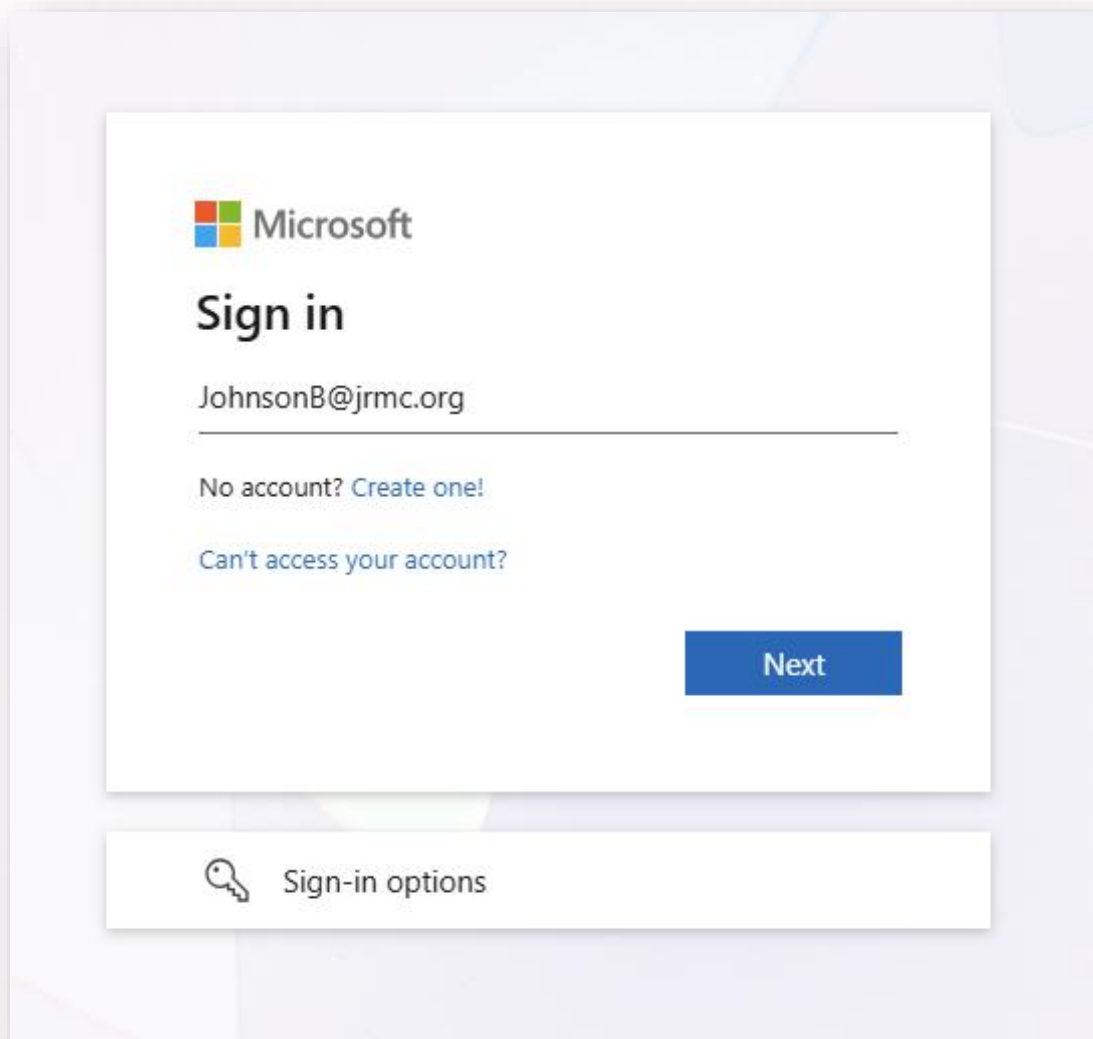
There is a link to the new Outlook also included on the Employee Home Page ([employee.jrmc.org](http://employee.jrmc.org))





**Your username will be the same as what you would use to access MCN eLearning, Allscripts, and log into your computer.**

**If you don't know what your username is, submit a ticket to the IS Helpdesk**






**Your password is the same as what you currently use to access MCN eLearning, Allscripts, and log into your computer.**

**If you don't know what your password is, submit a ticket to the IS Helpdesk**

A screenshot of the Jefferson Regional login page. The page is white with a dark blue border. At the top left is the Jefferson Regional logo. Below it is the email address "migrationtest@jrnc.org" with a back arrow. The main heading is "Enter password". Below that is a text input field labeled "Password". To the right of the input field is a blue "Sign in" button. At the bottom of the page is a disclaimer in a light gray box.

 Jefferson Regional

← migrationtest@jrnc.org

### Enter password

Password

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 user, disconnect now.**



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

**Click "Next"**

A screenshot of a web page for setting up Multi-Factor Authentication (MFA) for a Jefferson Regional account. The page has a white background with a dark blue border. At the top left is the Jefferson Regional logo. Below it is the email address "migrationtest@jrmc.org". The main heading is "Let's keep your account secure" in bold. Below that is the text "We'll help you set up another way to verify it's you." There are two blue links: "Use a different account" and "Learn more about verifying your identity". A blue button with the text "Next" is positioned to the right of the second link. At the bottom of the page, there is a grey box containing a disclaimer about authorized business use and a warning that unauthorized use may result in disciplinary action, termination, and civil or criminal penalties.

 Jefferson Regional

migrationtest@jrmc.org

**Let's keep your account secure**

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

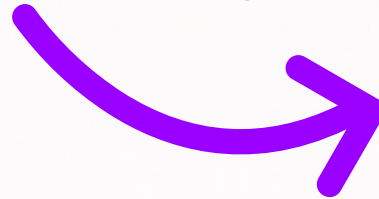
[Next](#)

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.

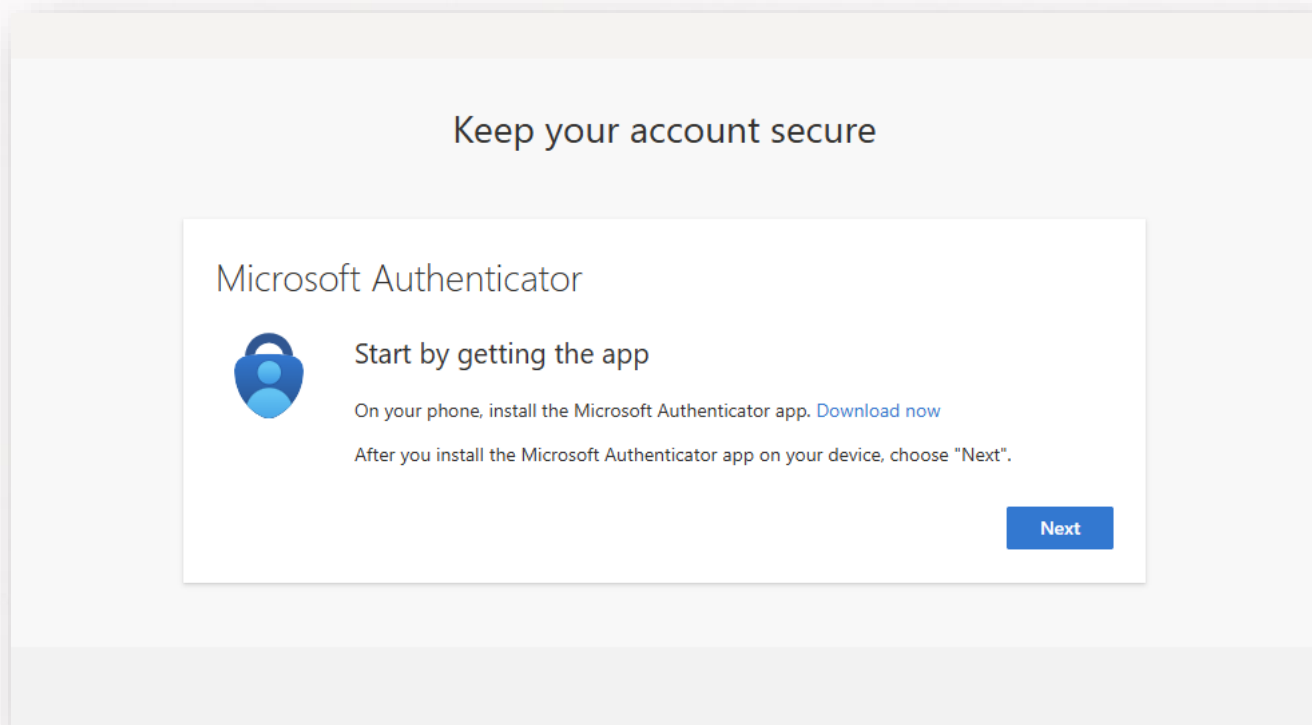
**Unauthorized use or disclosure may result in disciplinary action, termination, and civil or criminal penalties. If you are not an authorized user, disconnect now.**



**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

Keep your account secure

### Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

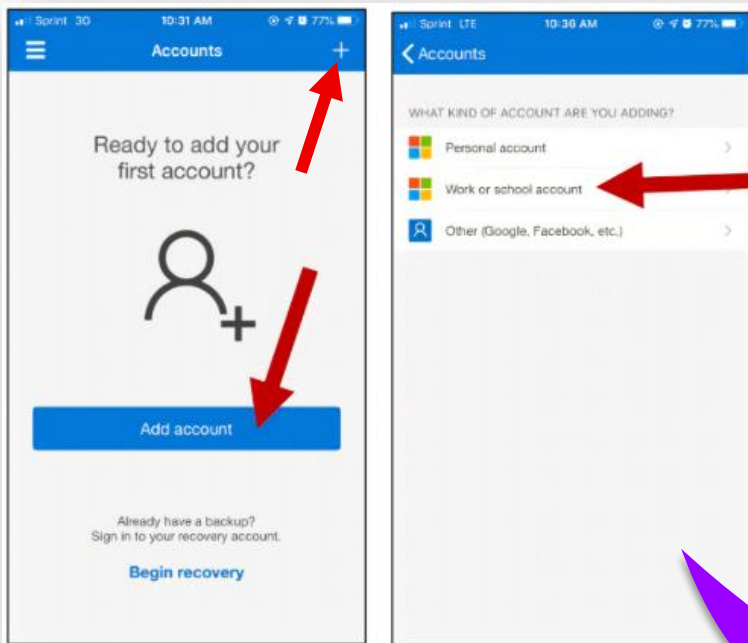
Next



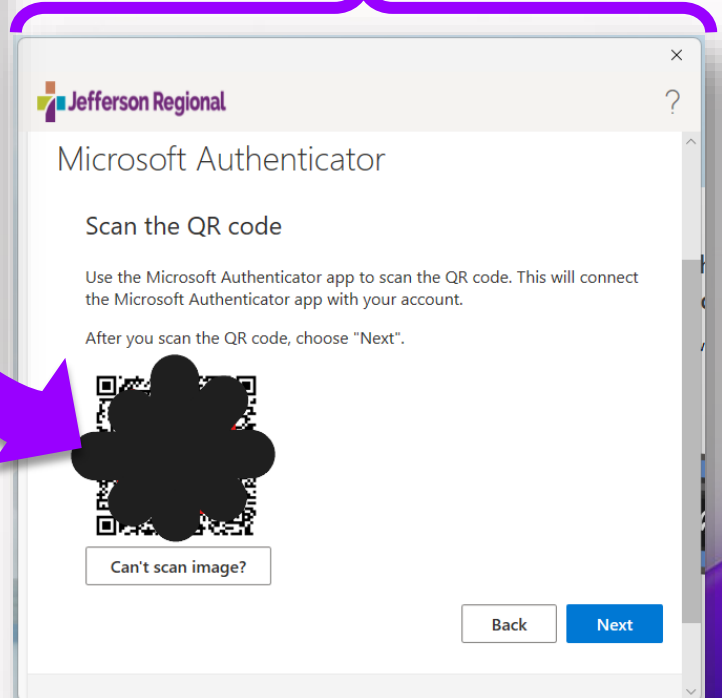
## Using the Microsoft Authenticator app,

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

### Phone



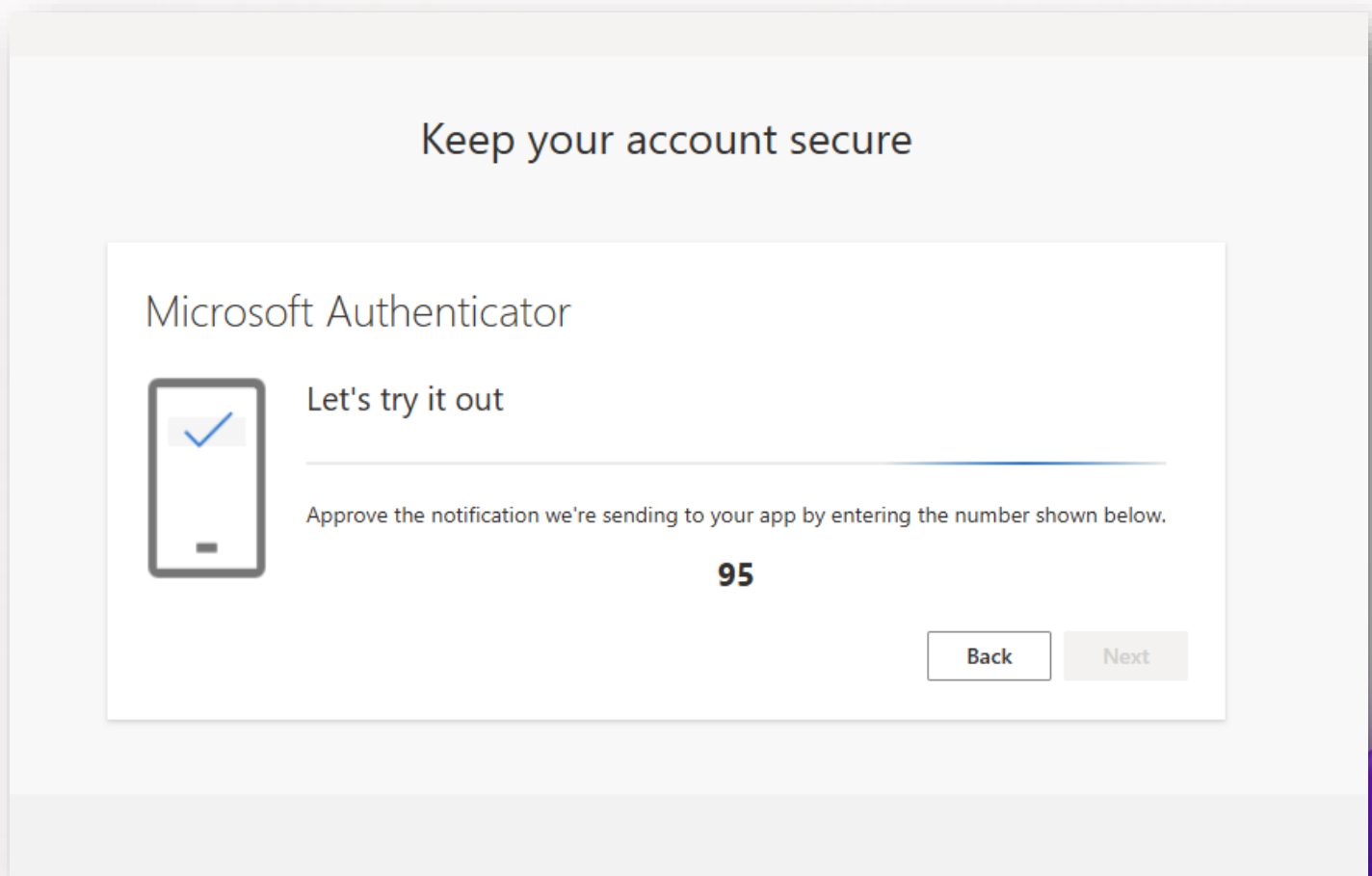
### Computer





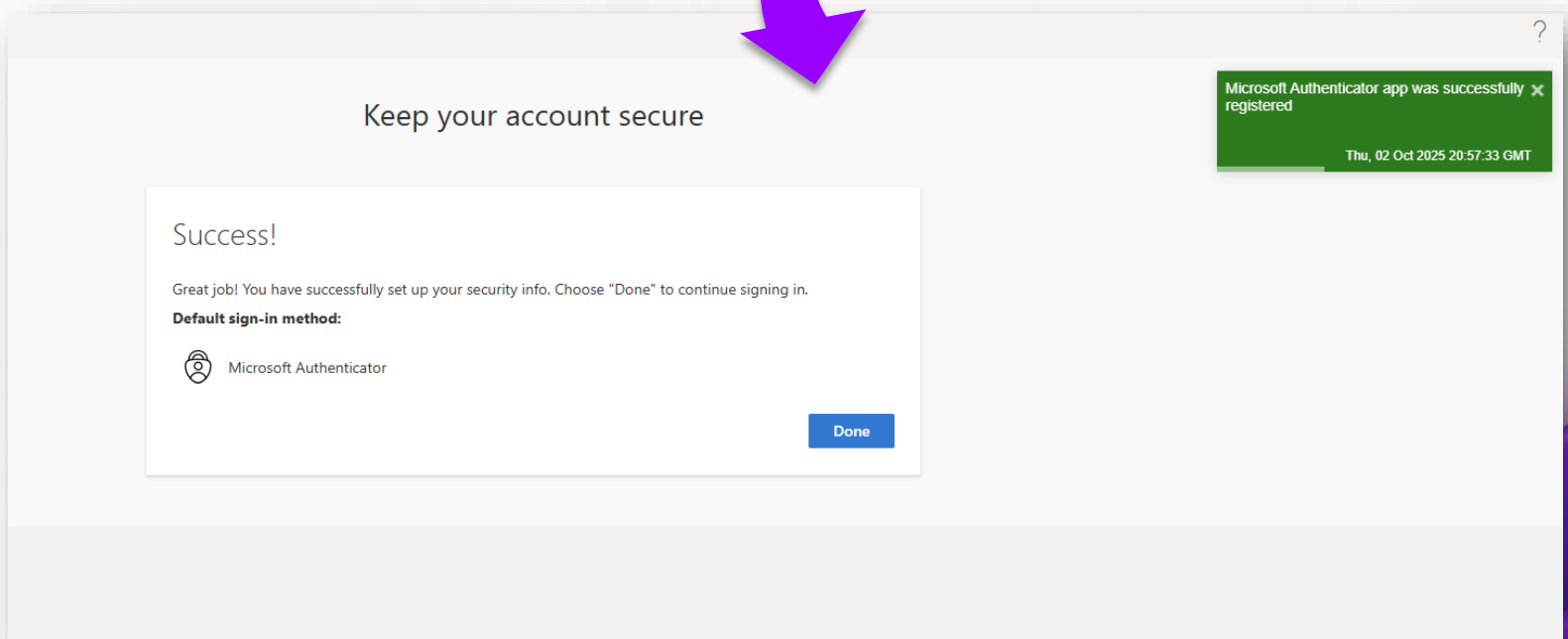
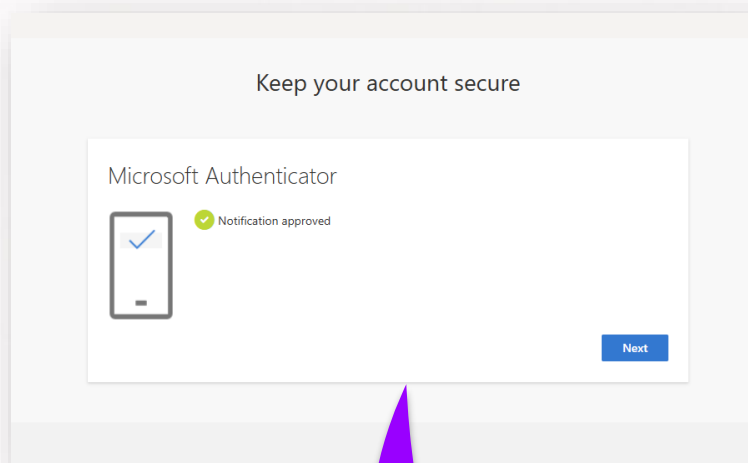
**Once it is added, you will be prompted to test your MFA**

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**





**If you are signed into your computer under your own credentials,  
you may select “Yes”**


**Otherwise, select “No” when logging into any M365 application on  
a shared computer**

A screenshot of a web-based dialog box titled "Stay signed in?". The dialog box has a white background and is set against a dark purple background. At the top left is the Jefferson Regional logo. Below the logo is the email address "migrationtest@jrhc.org". The main heading is "Stay signed in?". Below this is the text: "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. Below the checkbox are two buttons: a grey "No" button and a blue "Yes" button. At the bottom of the dialog box, there is a block of text: "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 this text is a bold warning: "Unauthorized use or disclosure may result in disciplinary action, termination, and civil or criminal penalties. If you are not an authorized user, disconnect now."



Select **“Continue”** on the following screen to begin using Outlook

**Your privacy matters**  
migrationtest@jrmc.org

An icon representing privacy, showing a blue folder with a white padlock and a document with a checkmark, with a small orange arrow pointing towards it.

Thanks for using Outlook. Your organization has given you the ability to use optional cloud-backed experiences. You get to decide whether you use these experiences. Outlook collects required service data. [Learn more](#)

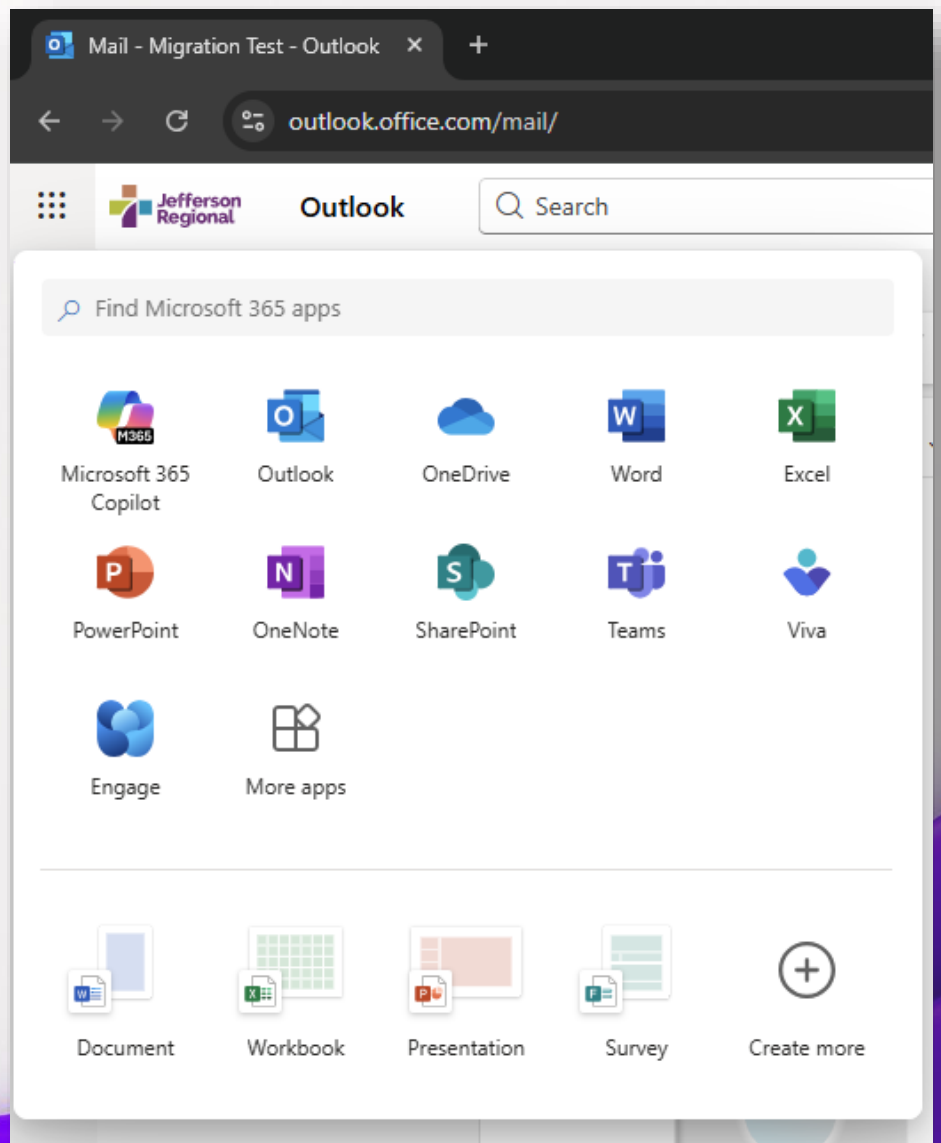
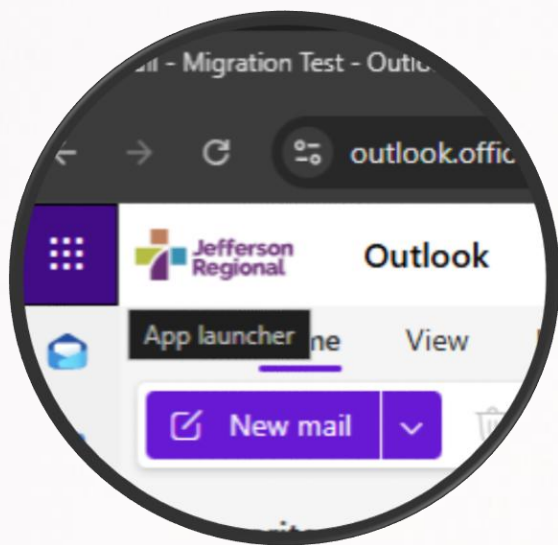
These optional cloud-backed services are provided to you under the [Microsoft Services Agreement](#).

To adjust your optional connected experience, go to [Privacy settings](#).

**Continue**



**Your office applications can be accessed from the top left App launcher. These are web applications, only accessible from a web browser. They are not installed on your PC.**





**When attempting to launch other applications, you will need to sign in to each of them.**

**But, because you just signed in and authenticated, you simply need to select “sign in”, then select your account name.**

