Communications Update for Boards/Commission Lightweight Accounts

Marcy Hickman, Client Specialist

Lyndsay Aldrich, Communication Specialist

October 18, 2022

Communication Update

Communications regarding lightweight Microsoft 365 accounts were updated to ensure board/commission members have the resources they need to effectively use their accounts.

Communication Update

Communications Updated and Newly Created

1. Authorized Requester Email

2. Welcome Email

3. M365 Lightweight Accounts Overview (New)

4. MWP page for Board & Commission Member Accounts (New)

Communication Update

Authorized Requester Email

From: MiID-Service-Test <MiID@michigan.gov>
Sent: Friday, October 14, 2022 8:12 AM
To: Feng, Youyu (DTMB) <FengY@michigan.gov>
Subject: DO NOT REPLY: MiID Request 18810 for Test Doe

New external Microsoft 365 board/commission account for Test Doe has been created.

Please share the following information with the new user regarding their Microsoft 365 Cloud Authenticated account:

- **User sign in:** DoeT@mi365.gov
- **Password:** 3G!4qRZQ
- **User email address:** DoeT@michigan.gov

For the best experience accessing the email attachments and other State of Michigan resources, please use the Microsoft Edge browser.

To access the new Outlook email account for the first time, go to http://Outlook.office365.com and sign in using the User sign in and Password information above. The user will be prompted to change their password following a strong password requirement.

The new user will also be prompted to set up their Multi - Factor Authentication(MFA) and Self - Service Password Reset(SSPR) security settings.The instructions attached will guide them through the process.

The Microsoft 365 Lightweight Accounts Overview document attached provides additional details to help the new user get started with their new account.

Attachments:

- MFA/SSPR Instructions

- M365 Lightweight Accounts Overview

4

Communication Update

Welcome Email

From: MiID Service <MiID@michigan.gov>
Sent: Thursday, June 9, 2022 9:52 AM
To: Henderson, Harry (DTMB-BoardMember) <HendersonH5@michigan.gov>
Subject: DO NOT REPLY: Welcome to the State of Michigan

Welcome to the State of Michigan!

As a member of a state-sponsored board, you now have access to State of Michigan email and collaboration tools through Microsoft 365. Your account features Outlook email as well as other Microsoft productivity and collaboration tools, including OneDrive and Teams. Plus, your account is protected with Multi-Factor Authentication (MFA) and the ability to use Self-Service Password Reset (SSPR). The O365 MFA SSPR- Remote Worker Options instructions attached will help you set up and make changes to your MFA and SSPR security settings.

For the best experience accessing the email attachments and other State of Michigan resources, please use the Microsoft Edge browser.

For more details and tips and tricks for getting started, the Microsoft 365 Lightweight Accounts Overview document attached provides details and tips for getting started.

Once you're logged in, the Mi Modern Workplace site is a great resource for help using Microsoft applications.

If you need help accessing your account, the Client Service Center (CSC) is ready to help – call 800-968-2644.

Attachments:

- MFA/SSPR Instructions

- M365 Lightweight Accounts Overview

Communication Update

M365 Lightweight Accounts Overview

Distribution:

- Authorized Requester Email

- Welcome Email

- MWP Page

Communication Update

Mi Modern Workplace Page

Logging into Office 365

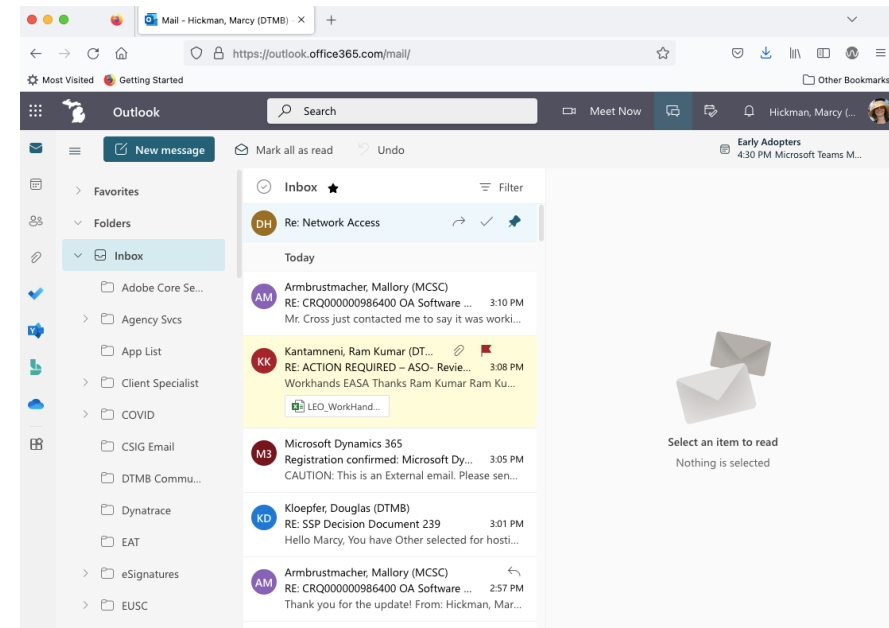**https://portal.office.com**
Logs into Office365 portal
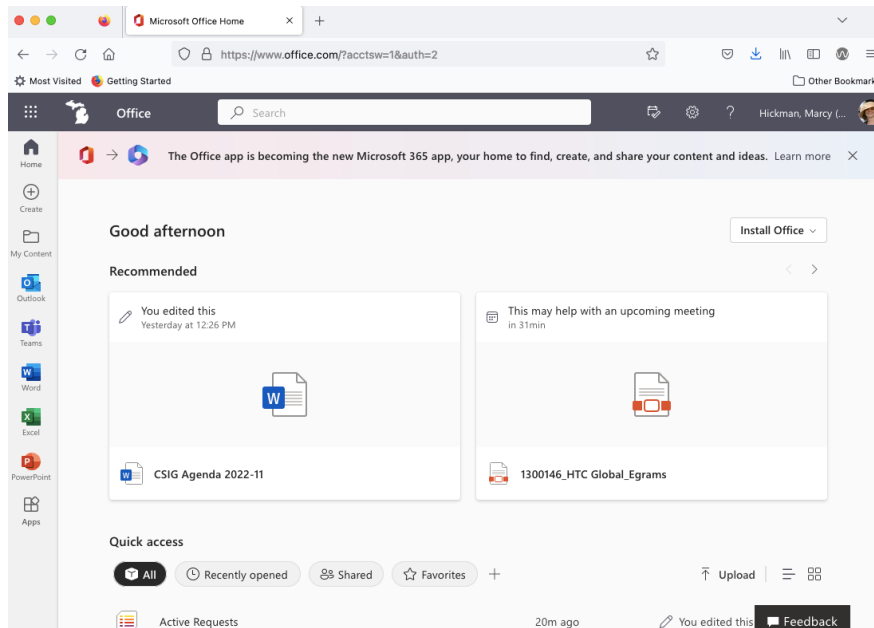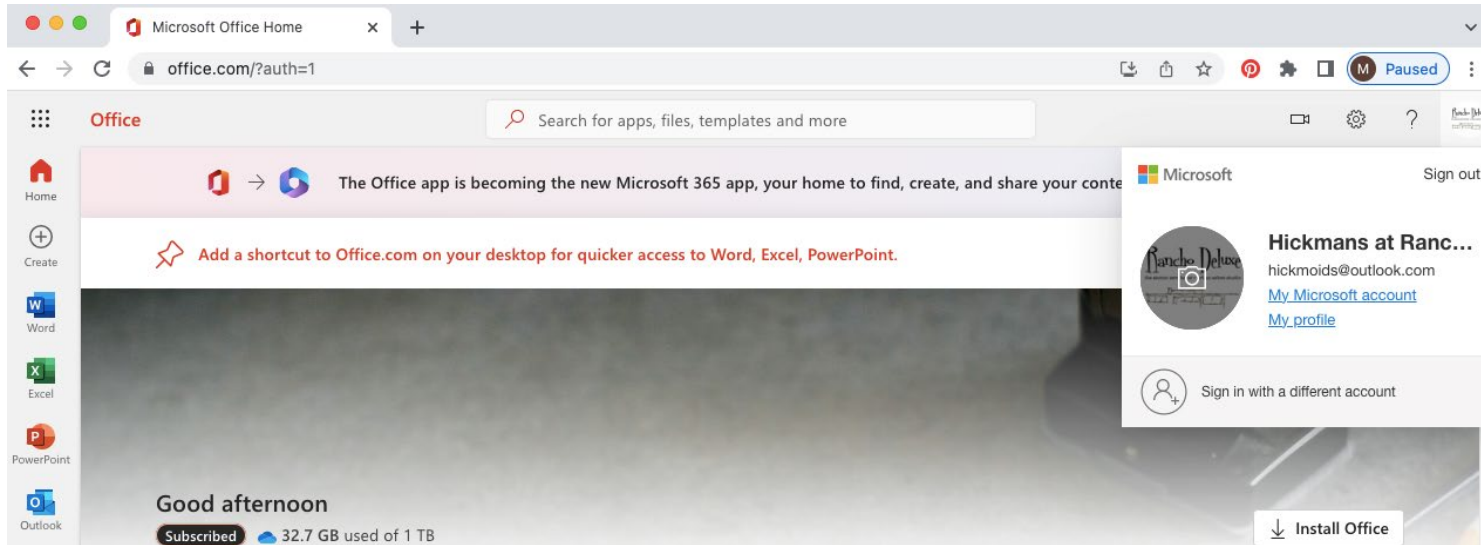
**https://outlook.office365.com**
Logs directly into Outlook

Switching accounts

- Click the Account icon in the top left

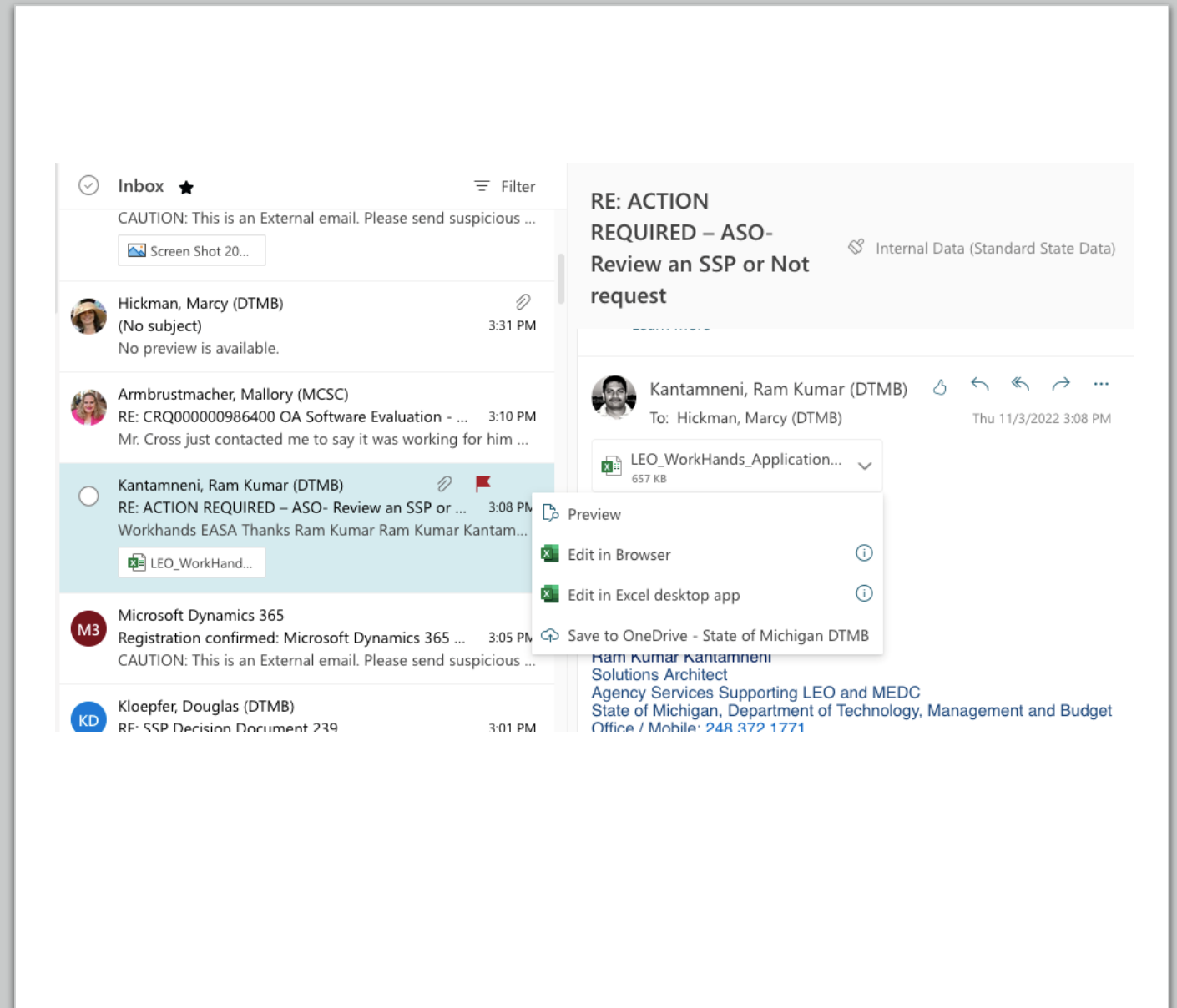- Select Sign In with a Different Account

Sharing Files

- Keep work within the Office 365 portal

- Save to OneDrive - OneDrive is your personal file repository space within the State's Office365 portal

- Save to Sharepoint – Sharepoint is a group file repository space

- The App Launcher is your friend
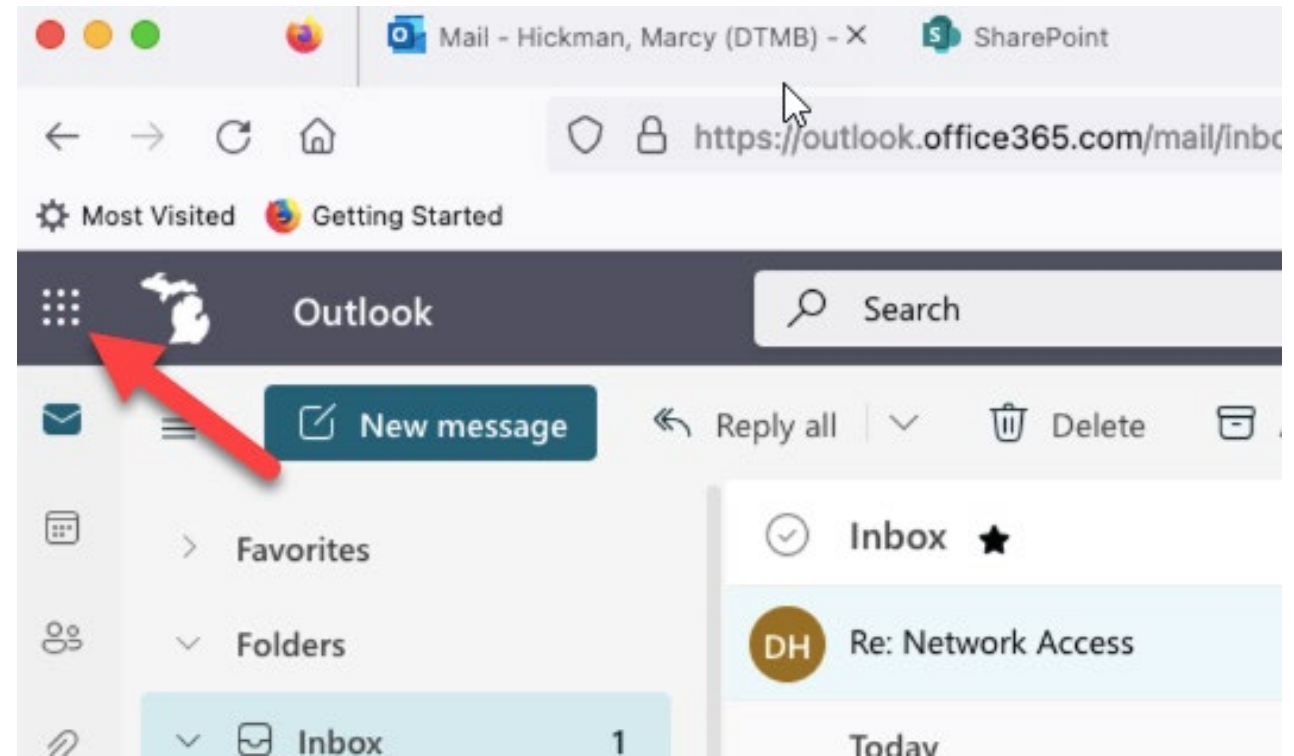
Save an Attachment to OneDrive

- Click on the attachment(s) in the message

- Select Save to OneDrive – State of Michigan

- Click App Launcher to

Questions?