



# **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](mailto:MiID@michigan.gov)>  
**Sent:** Friday, October 14, 2022 8:12 AM  
**To:** Feng, Youyu (DTMB) <[FengY@michigan.gov](mailto: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](mailto:DoeT@mi365.gov)
- **Password:** 3G!4qRZQ
- **User email address:** [DoeT@michigan.gov](mailto: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

# Communication Update

## Welcome Email

**From:** MiID Service <[MiID@michigan.gov](mailto:MiID@michigan.gov)>  
**Sent:** Thursday, June 9, 2022 9:52 AM  
**To:** Henderson, Harry (DTMB-BoardMember) <[HendersonH5@michigan.gov](mailto: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



### Microsoft 365 Lightweight Accounts

Overview  
August 2022

#### Welcome to the State of Michigan!

This document and links should help you get started with your new State of Michigan account. As a member of a state-sponsored board with access to state of Michigan email services, it is important to set up your account security information promptly.

The process takes only a few minutes and once completed, your state of Michigan account will be protected with Multi-Factor Authentication (MFA) for Office 365 and the ability to use Self-Service Password Reset (SSPR). This process is detailed step by step in the *O365 MFA SSPR- Remote Worker OPTIONS* you have been provided for onboarding.

If you have any questions, the Client Service Center (CSC) is ready to help – call 800-968-2644.

**IMPORTANT:** Before you start, it is important that you use an in private, incognito session, or separate browser to avoid conflicts with any other accounts you may be logged into. [For help, view the Browse InPrivate in Microsoft Edge instructions.](#)

#### Access Your Office Applications and Files Online at [portal.office.com](https://portal.office.com).

Go to [portal.office.com](https://portal.office.com) and sign in using your Mi365.gov login. If you're here for the first time, you will be prompted for Multi-Factor Authentication (MFA). Once you are logged in, you will see all applications available to you, including your Outlook email, OneDrive, SharePoint, and Teams.

Your account from the State of Michigan includes 2 GB of mail storage as well as 2 GB of OneDrive for Business storage. Please consider this when storing large files.

#### OneDrive

To provide you the ability to securely access and collaborate on board/commission documents, your state of Michigan Microsoft Office 365 account now includes OneDrive. Your OneDrive gives you 2 GB of space to store Word, Excel, PowerPoint, PDF, and other types of files you use as a board/commission member.

To learn how to manage your OneDrive and share documents, go to the [State of Michigan Mi Modern Workplace site](#) and choose OneDrive from the Applications dropdown.

**Important:** Because you will be accessing OneDrive using a device that is not managed by the state of Michigan, you will not have the ability to download, sync, or print files from your OneDrive. This is an important security feature that helps protect the state's data.

#### Teams

Microsoft Teams gives you the functionality for collaboration with other team members using Teams meetings, live events, chat, Teams Shared Workspaces, and more.

**Note:** Teams chat messages will be deleted automatically after 30 days due to State of Michigan Lifecycle Management settings.

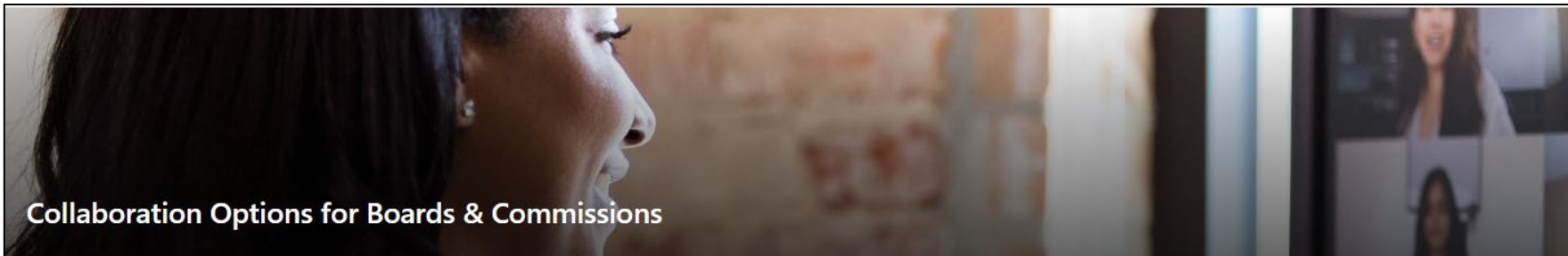
All state business conducted by email must be sent using a state email address.

To ensure Michigan's state government is open, transparent, and accountable to Michigan taxpayers, Governor Gretchen Whitmer issued Executive Directive 2019-05. In general, the directive prohibits the use of private email for conducting state business.



# Communication Update

## Mi Modern Workplace Page



### Collaboration Options for Boards & Commissions

The state of Michigan provides Microsoft 365 account options for members of state-sponsored boards and commissions. These accounts comply with Executive Directive 2019-05, which prohibits the use of private email for conducting state business. All state of Michigan business conducted by email must be sent using a State of Michigan email address.


These “lightweight” Microsoft office accounts provide access to the following productivity and collaboration tools:


- Outlook Email (2GB mailbox Exchange Online, web access only)
- Office Web apps (Word, Excel, PowerPoint, etc.)
- OneDrive (2 GB)
- Microsoft Teams
- SharePoint (web only)


### Access Microsoft Online Applications


To access your Microsoft applications, including Outlook email, OneDrive, Teams, Word, Excel, etc., go to <https://portal.office.com>.

### Help Resources for Frequently Asked Questions

 Collaborate on files in Microsoft Teams

 Save your Outlook.com email attachments to OneDrive in on...

 See files shared with you in OneDrive ~...

 Share OneDrive files and folders - support.microsoft.com

### M365 Lightweight Account Overview



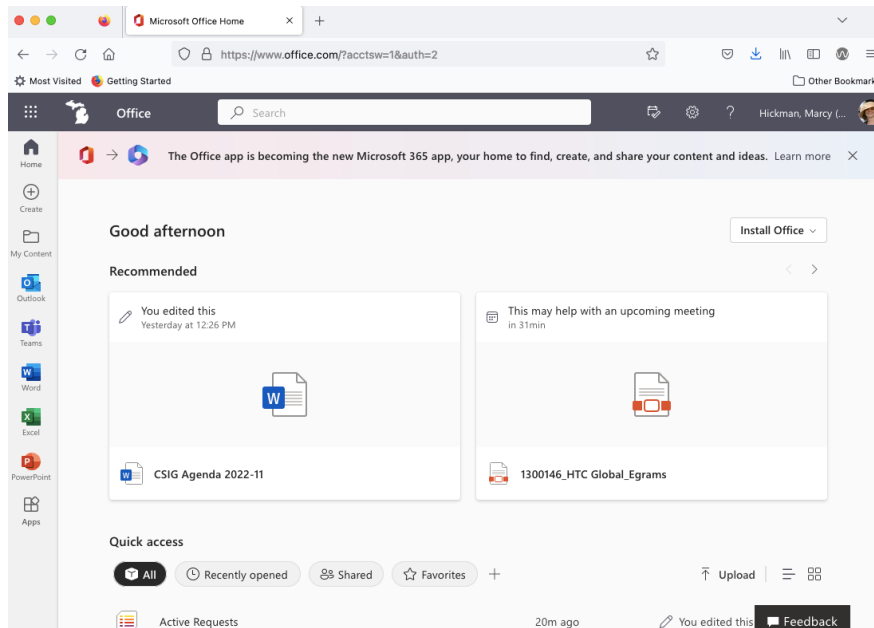
### Mi Modern Workplace Resources

-  OneDrive
-  Outlook
-  SharePoint
-  Microsoft Teams
-  Data Classification Toolbar
-  Multi-Factor Authentication (MFA) & Self-Service Password Reset (SSPR)
-  Microsoft 365 Lifecycle Management
-  Microsoft-Led Training Schedule

# Logging into Office 365

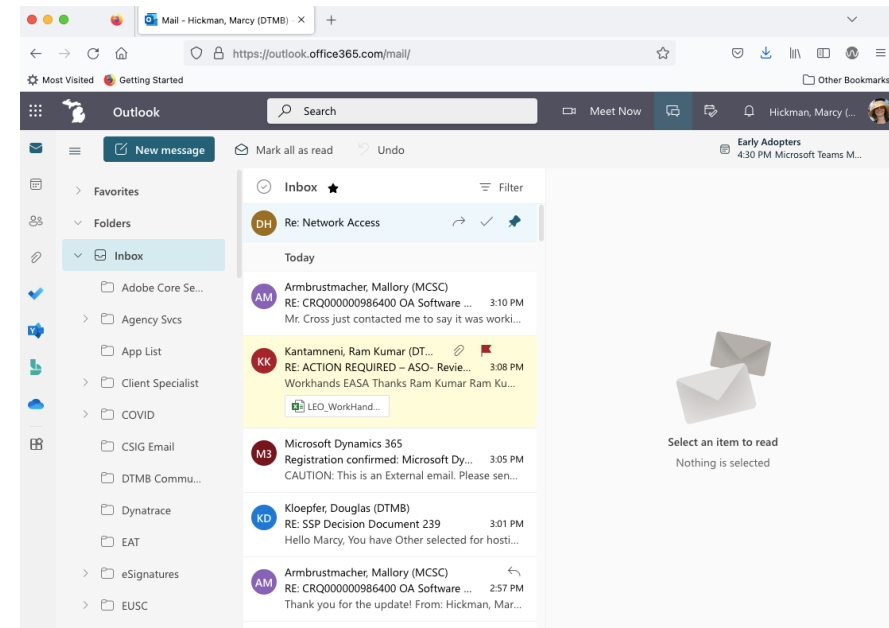
<https://portal.office.com>

Logs into Office365 portal



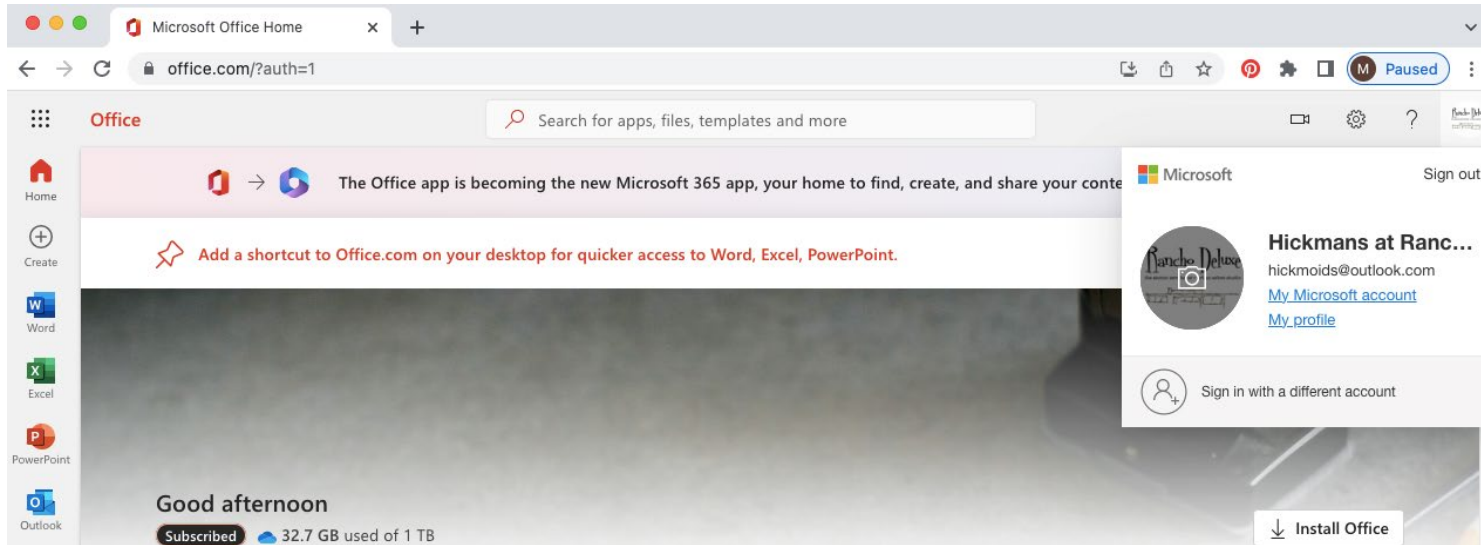
<https://outlook.office365.com>

Logs directly into Outlook





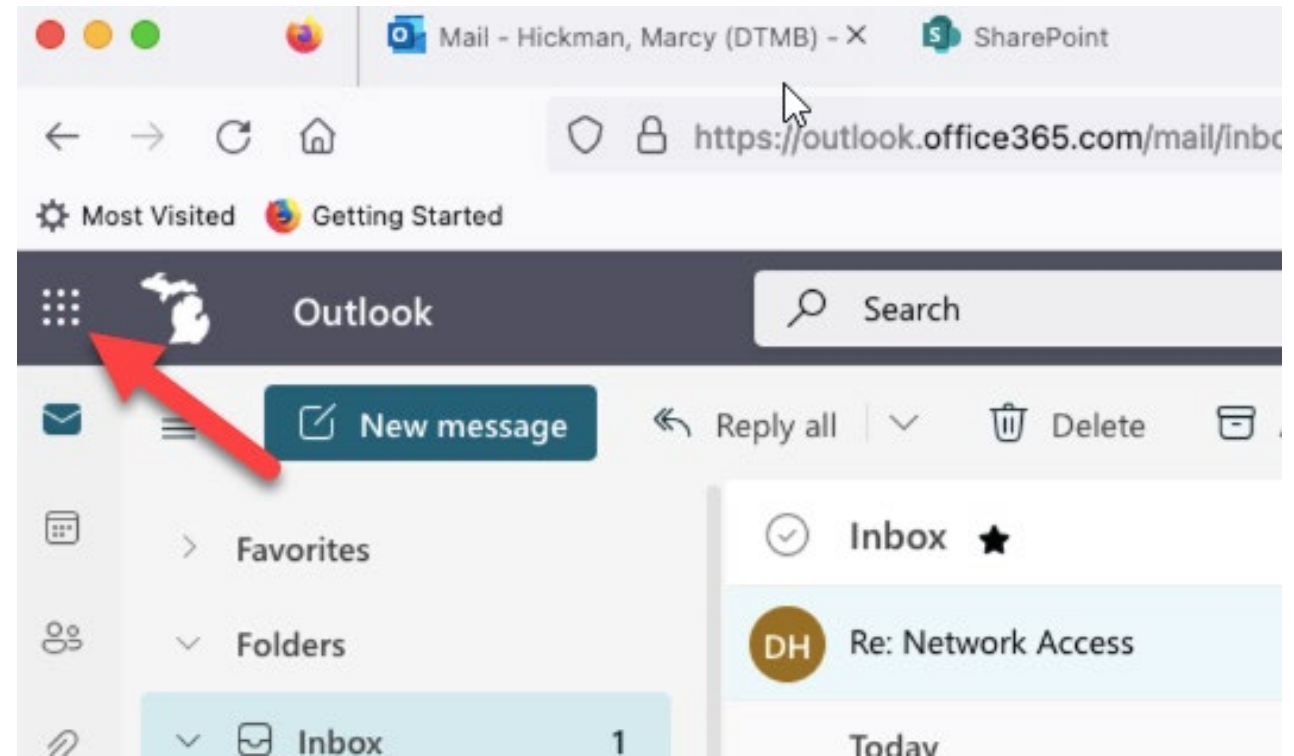
# Switching accounts



- Click the Account icon in the top left
- Select Sign In with a Different Account

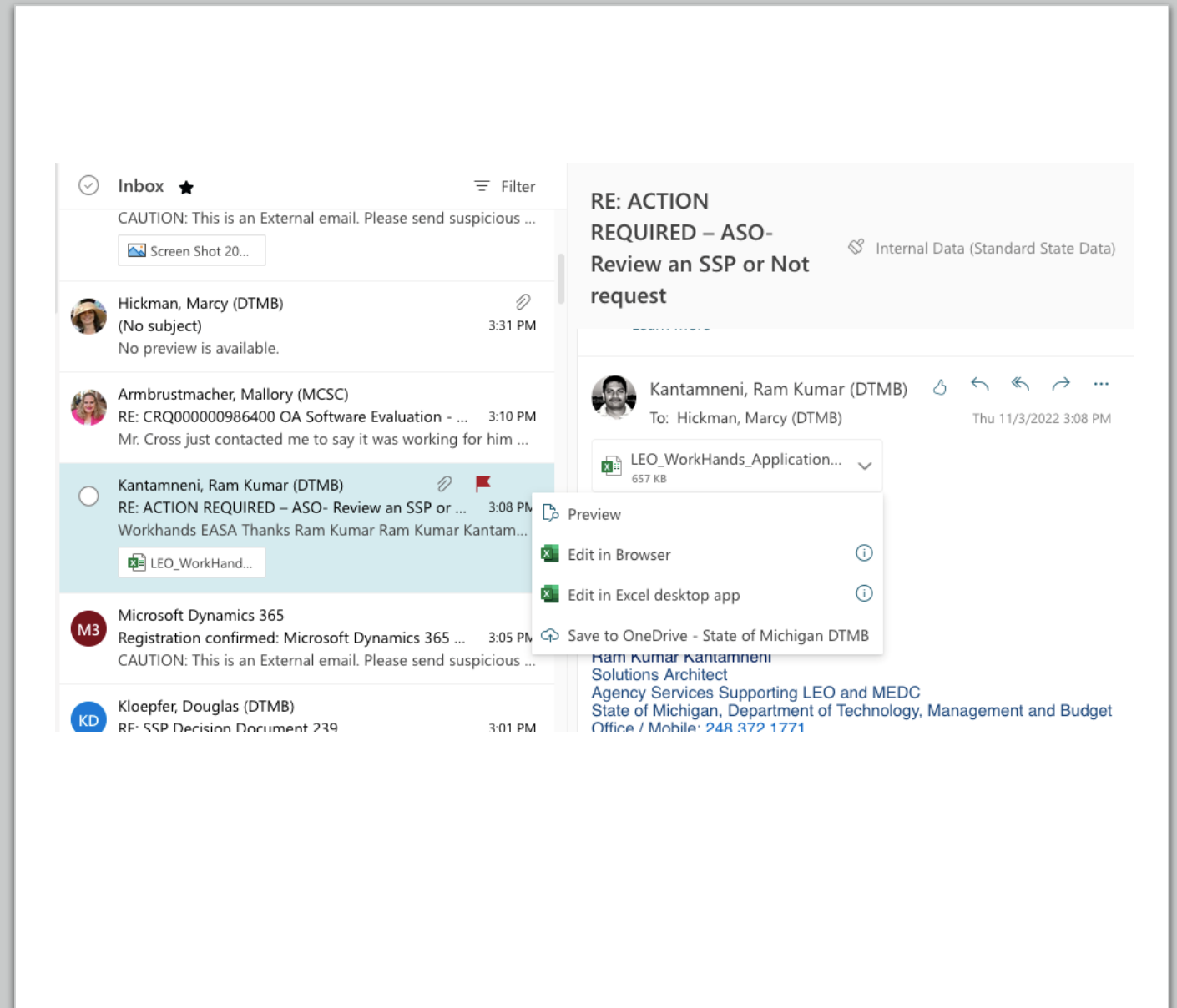
# Sharing Files

- 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





HELP. CONNECT. SOLVE.

**Questions?**