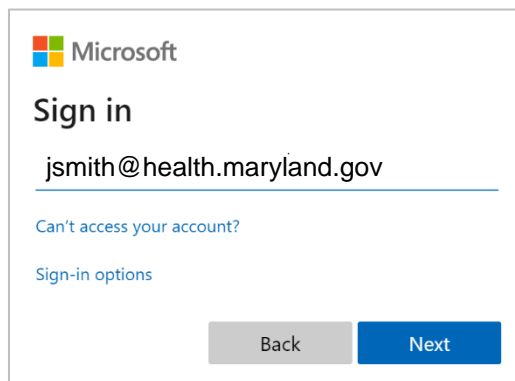# MDH Microsoft 365 Login Instructions

Important Notes

- These instructions are applicable to MDH employees only. **Guests/external users** must use their organization's email and password to log in.

- Your username is your **MDH Active Directory username** *(i.e., the same username you use to log into your computer)* followed by **@health.maryland.gov**.

  - For example:

    → John Smith's MDH Active Directory username is: **jsmith**

    → John's Microsoft 365 username is: **jsmith@health.maryland.gov**

  - ***Your username to log into Microsoft 365 is not the same as your email address.*** <u>Do</u> <u>not</u> use your MDH Gmail address to log into Microsoft 365.

Instructions

1. Open a web browser, then copy and paste the site's URL into your browser.

2. Enter your Microsoft 365 username in the username section.
   Note: *Please see the* **Important Notes** *section above for username information and an example.*
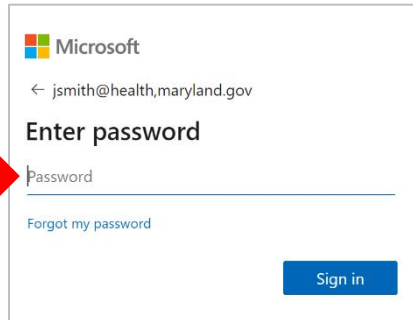
Enter your Microsoft 365 username ➡️

> **Microsoft**
>
> Sign in
>
> jsmith@health.maryland.gov
> _____
>
> Can't access your account?
>
> Sign-in options
>
> [Back] [Next]

Type your text

3. Click the **Next** button to advance to the *Enter password* page.

Enter your MDH Active Directory password →

4. Type your MDH Active Directory password *(i.e., the same password you use to log into your computer as well as your Maryland.gov Gmail account)* in the password field.

5. Click the **Sign in** button to complete the log in process.

Tips

- If your log in attempt is not successful, try [deleting your browser's temporary Internet files](#) and [cookies](#), closing all web browser windows, then attempting to log in again. Also, you can use [the private browsing feature](#) of your web browser.

- SharePoint video training is available [here](#).

- Reference links are available [here](#).