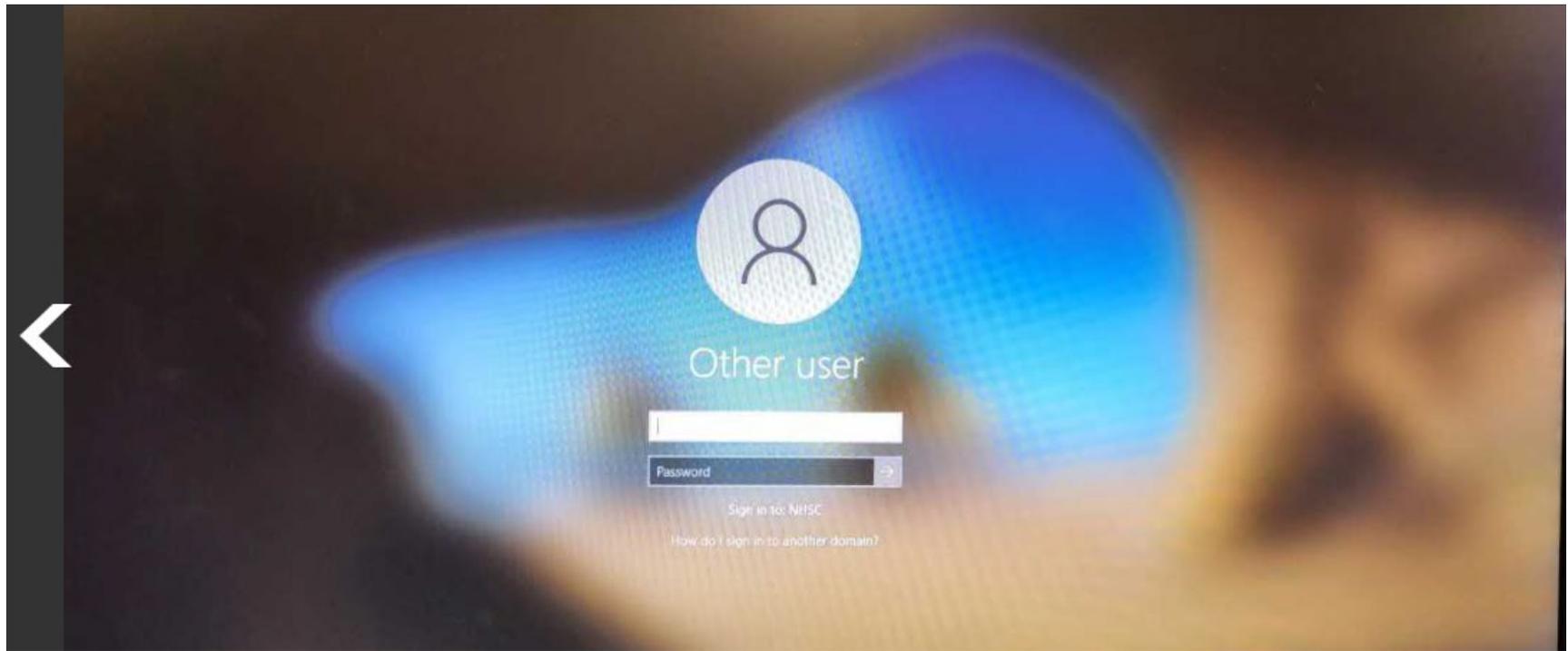


Computer How2s:

To login into any computer: Press Ctrl+Alt+Delete to unlock



This screen will show up:

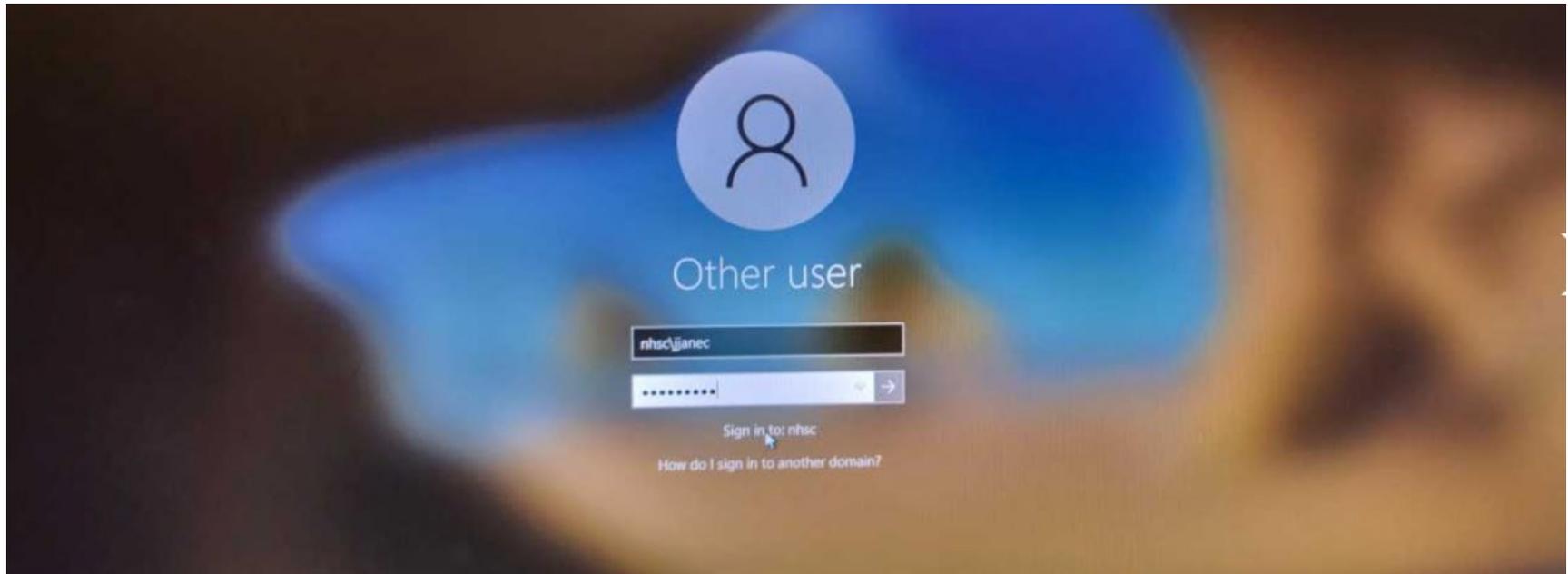


Students type in nhsc\firstname.lastname

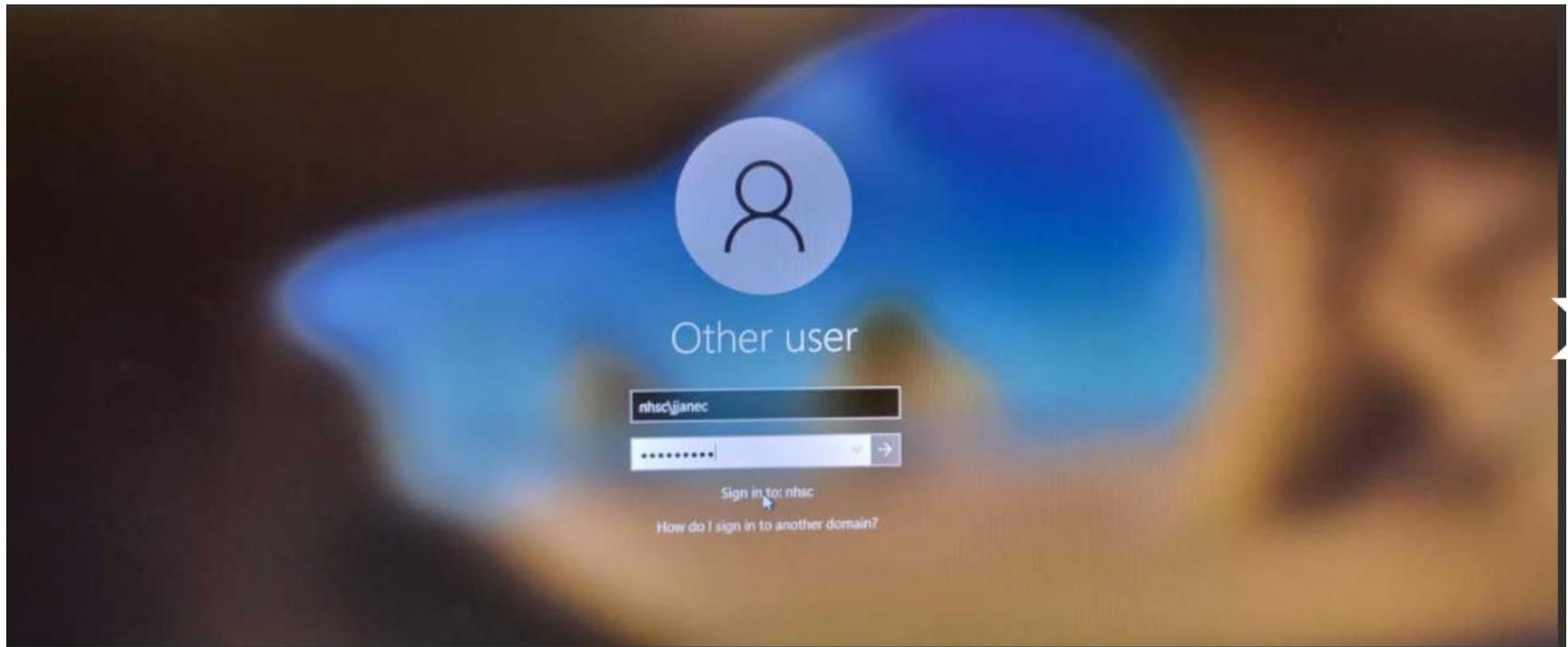
Password: nhsc#### (last 4 of your SS number)

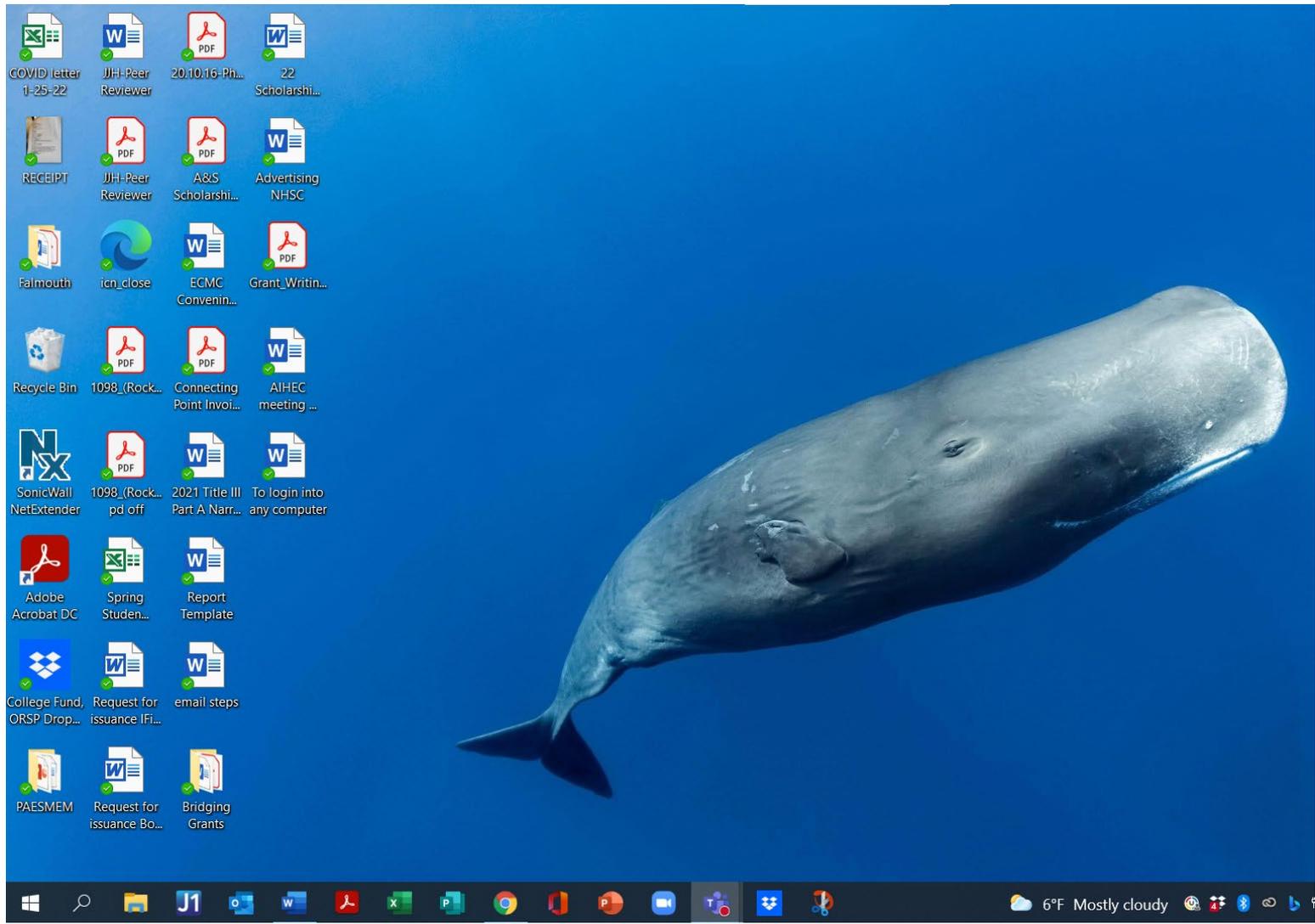
Employees type in nhsc\first part of email example jjanec

Password: type in your password.



This screen appears. Click the right arrow.





- COVID letter 1-25-22
- JH-Peer Reviewer
- 20.10.16-Ph... 22 Scholarshi...
- RECEIPT
- JH-Peer Reviewer
- A&S Scholarshi...
- Advertising NHSC
- Falmouth
- icn\_close
- ECMC Convenin...
- Grant Writin...
- Recycle Bin
- 1098\_(Rock...)
- Connecting Point Invoi...
- AIHEC meeting ...
- SonicWall NetExtender
- 1098\_(Rock... pd off)
- 2021 Title III Part A Narr...
- To login into any computer
- Adobe Acrobat DC
- Spring Studen...
- Report Template
- College Fund, ORSP Drop...
- Request for issuance IFI...
- email steps
- PAESMEM
- Request for issuance Bo...
- Bridging Grants



Windows taskbar and system tray area. The taskbar contains icons for Start, Search, File Explorer, J1, Office, Word, Adobe Acrobat, Excel, PowerPoint, Chrome, Edge, and Teams. The system tray on the right shows the date and time, weather (6°F Mostly cloudy), and network, volume, and Bluetooth icons.

EMAIL Login... ..

To log in to email

Go to nhsc.edu: select webmail-

Select webmail: click on that

The screenshot shows a web browser window with the URL nhsc.edu. The browser's address bar and tabs are visible. The website's navigation menu includes links for COVIDResponse, Document Portal, Library, Bookstore, Staff Directory, Jobs at NHSC, MY NHSC, Webmail, and social media icons for Facebook, Instagram, and Email. The 'Webmail' link is circled in red. Below the navigation is the NHS College logo and a main banner featuring three students with backpacks. The banner text reads: 'TOGETHER WE THRIVE', 'Find Your Path and Begin the Journey Today!', and 'Attn: NHSC will continue to virtual Teams classes through February 18 due to COVID cases.' There are also 'APPLY HERE!' and 'DONATE TODAY!' buttons.

This will be the next screen you see:

Students will type in nhsc\firstname.lastname in the Domain\username

In password they will type nhsc(last four of SS number) example nhsc1111

Employees type nhsc and the first part of their email in the Domain\user name example: nhsc\jjanec

In password do your password whatever that may be

The screenshot displays the Outlook login interface. On the left is a blue vertical bar with the Outlook logo. The main content area features the Outlook logo and the text "Outlook". Below this, there are two input fields: "Domain\user name:" containing the placeholder "nhsc\firstname.lastname" and "Password:" containing a masked password ".....". A handwritten blue note "nhsc/(last 4 of SS)" with an arrow points to the password field. The browser's address bar at the top shows the URL "mail.nhsc.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.nhsc.edu%2fowa%2f".

Once you are in the webmail, you can see your emails. Example below:

The screenshot shows a web browser window with multiple tabs. The active tab is 'Mail - jjanec@nhsc.edu'. The address bar shows 'mail.nhsc.edu/owa/#path=/mail'. The browser's bookmark bar contains various links like 'Apps', 'Bookmarks', 'SiriusXM Streaming...', 'PDFfiller, On-line P...', 'Imported From IE', 'DETS', 'Appreciative Inquiry', 'Conferences', 'NCCER-Constructio...', 'Transportation plan', 'Other bookmarks', and 'Reading list'. The Outlook webmail interface is displayed with a dark blue header. The main area is divided into three sections: a left sidebar with a navigation menu, a central inbox list, and a right pane showing the details of an open email.

**Mail** Search Mail and People New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

**Inbox** Filter

- Roberto Alvarez  
**Email, Outlook & Webmail...** 12:00 PM  
Hello Everyone! Just a reminder... if your ...
- Academic Impressions  
**AI Weekly Scan: Critical Strategie** 11:50 AM  
Inflation and Higher Ed, Admissions spotl...
- Roselle M. Martin  
**Yearly Evaluation** 11:45 AM  
Hey jen! Would be able to move the eval...
- Jeremy Lewis  
**3D Printer Orders** 11:36 AM  
Ann, I just saw your requisitions for the 3...
- Constance Frankenbery  
**Audio** 11:15 AM  
Hi, We see you on the MISH call, but noti...
- Constance Frankenbe...  
**Today at 11 via Zoom - Monthly I** 10:39 AM  
Monthly Institutional Success Huddles (M...  
Alkhabio Alkhabio

**DREAM 2022 | Event Platform Access**

**DREAM 2022** <no-reply@pathable.com>  
Today, 7:33 AM  
Jennifer Janecek-Hartman

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

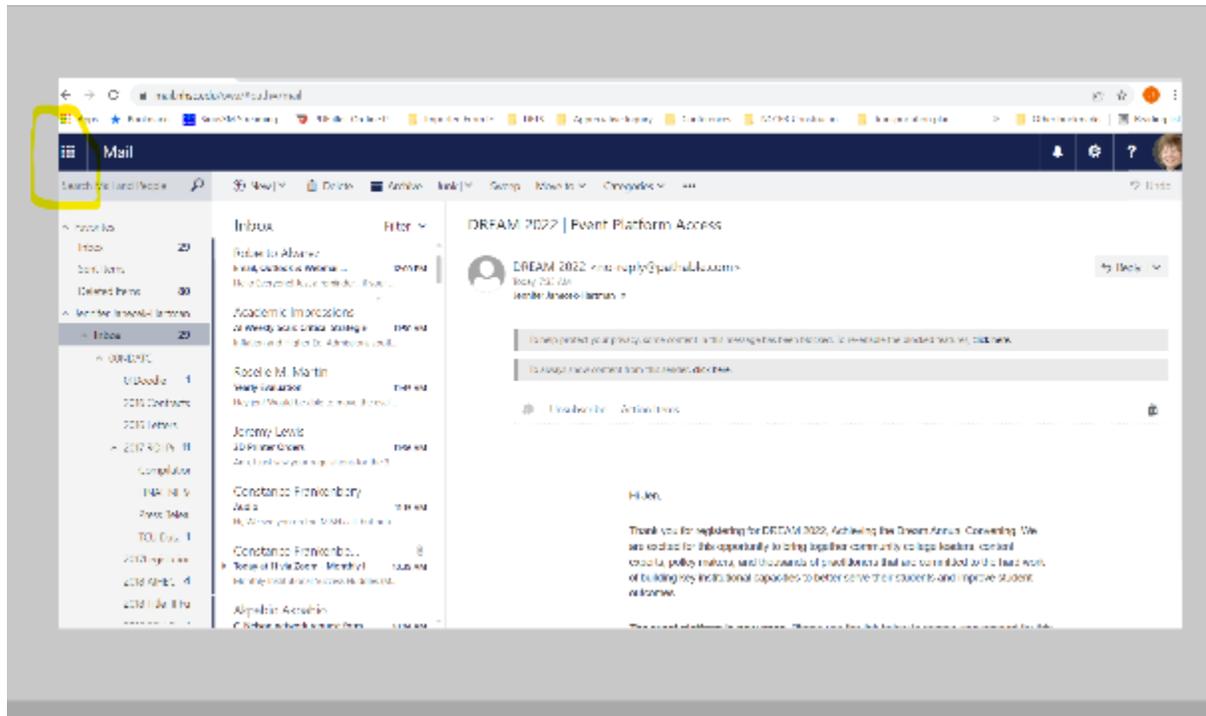
[Unsubscribe](#) | [Action Items](#)

Hi Jen,

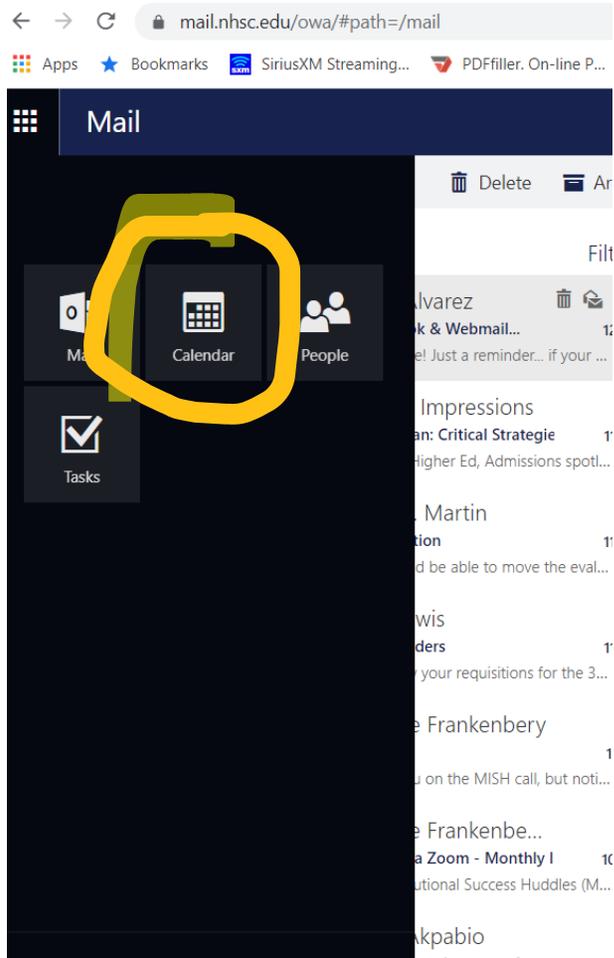
Thank you for registering for DREAM 2022, Achieving the Dream Annual Convening. We are excited for this opportunity to bring together community college leaders, content experts, policy makers, and thousands of practitioners that are committed to the hard work of building key institutional capacities to better serve their students and improve student outcomes.

## CALENDAR How tos:

If you want to see your calendar you click on the cube of 6 squares located right beside Mail.



You will see the following: click on your calendar



It will open and you will see this. Move your scrollbar on the right hand side to go to the hour of the day that you need to see. Click on another date if you need to see appointments on a different day.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Calendar - jjanec@nhsc.edu, Post Attendee - Zoom, Welcome - NHS College, Outlook.
- Address Bar:** mail.nhsc.edu/owa/#path=/calendar
- Navigation:** Back, Forward, Refresh, Home, Star, Profile icon.
- Bookmarks:** Apps, Bookmarks, SiriusXM Streaming..., PDFfiller, On-line P..., Imported From IE, DETS, Appreciative Inquiry, Conferences, NCCER-Constructio..., Transportation plan, Other bookmarks, Reading list.
- Calendar Header:** "Calendar" with notification, settings, and help icons, and a user profile picture.
- Search and Actions:** Search Calendar, New, Add calendar, Share, Print.
- Calendar View:** "Friday, February 11, 2022" with view options: Day, Work week, Week, Month, Today.
- Calendar Grid:**
  - 11a:** Appointment: "Today at 11 via Zoom - Monthly Institutional Success Huddles (MIST-ZOOM) Constance Frankenberg".
  - 12p:** Appointment: "Monthly All Staff Meeting Teams meeting Stephanie Packineau".
  - 1p:** Appointment: "Teams meeting Stephanie Packineau".
- Left Sidebar:** "Your calendars" (Calendar selected), "Other calendars".