1) Double-click on MMSUSVD icon and launch the VD





2) Type your Password and click OK.

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✓ mmsholdingsvdi				
MISUSVD				
	Windows Security X			
	Enter your credentials			
	These credentials will be used to connect to mmsholdingsvdi.			
	arun@mmsholdings.com			
	••••••			
	Remember me			
	More choices			
	OK Cancel			

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3) The app will log you into the VD

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∽ mmsholdingsvdi				
MMSUSVD	Connecting to: MMSUSVD Cancel Securing remote connection			

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	A to see default was used.
	An app caused a problem with the default app seture for .htm files, so it was reset to Microsoft Edge.
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4) Open MS Word app as shown in the screenshot below.



5) Select "Ask Me Later" and click Accept

MMSUSVD		- 🗆 ×
Recent You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.	First things first.	January TEAN Vite
Open Other Documents	Use recommended settings Install important and recommended updates for Office, Windows and other Microsoft software and help improve Office. Blanke Install updates only	Snapshot calendar
	Pr	EXPENSION OF CONTRACT OF CONTR
	Modern chronological Blue grey cover letter	Blue spheres resume
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6) Click Next



7) Click Next

MMSUSVD		_	
Recent You haven't opened any documents re browse for a document, start by clickin Other Documents.	- ×	IAFY YEAR	^
Popen Other Documents	Meet OneDrive. Signing in to Office means you can save documents to the cloud with OneDrive. OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them. Learn more	t calendar	
2 Type here to search		eres resume	19 PM
 Image: A state of the search of th	* <u>* * * *</u>	へ 恒 <i>信</i> (小) 23:1 23:1	9 2020

8) Click Next

MMSUSVD			- 🗆 X
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Popen Other Documents	Hello Arun Parasuraman! How would you like your Office to look?		t calendar Memory Me
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F D Type here to search			へ 記 (10) ENG 11:20 PM 7/24/2020 ン ::
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9) Click All done

MMSUSVD			-		×
Recent You haven't opened any documents rec browse for a document, start by clicking Other Documents.		- ×	IATY YEAR		^
🗃 Open Other Documents	Office		t calendar		
	You're good to go. We hope you enjoy your new Office!		Find Rand) Means Mean		
		<u>All done!</u>	eres resume		
	in med			1-20 PM	
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10) Close the MS Word App

MMSUSVD				- 🗆 X
Recent You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.		Aa		
	Blank document	Single spaced (blank)	Blue grey resume	Snapshot calendar
	FIET YANE LAST NAME	FIRST NAME LAST NAME IN THE DESCRIPTION OF THE DESC	FIGURE 1	Functional and the second seco
	Word 2013			
	-⊐ Pin to taskbar X Close window			
← P Type here to search	Hi 📲			^ ╦ ᢩ0)) ENG 11:21 PM 7/24/2020 €
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11) Open MS Outlook app as shown in the screenshot below

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	All Apps Documents Settings	Photos	More - ···			^
	Best match					
	Outlook 2013	\rightarrow	0			
	Settings		Outlook 2013			
	에 Manage output devices	>	App			
	の Choose your output device	>				
	다 Change braille output language	>	🗗 Open			
	Change braille output table type	>	 Run as administrator Open file location Pin to Start Pin to taskbar Uninstall 			
	✓ outlook 2013		며 다 ~ 팊 에	ENG 11: 7/2	21 PM 4/2020	
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12) Pin it to the Taskbar



13) Click on Next

MMSUSVD	_	ПХ
Welcome to Microsoft Outlook 2013		
Welcome to Outlook 2013 Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks. Let's get started. In the next few steps, we'll add your email account.		
< Back Next > Cancel		
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14) Click on Next

MMSUSVD			
	Microsoft Outlook Account Setup × Add an Email Account		
	Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online accounts as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts. Do you want to set up Outlook to connect to an email account? (a) Tes No		
	< Back Next > Cancel		
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15) After your email id appears click Next

		- 0 ×
Ad	id Account × Auto Account Setup Outlook can automatically configure many email accounts.	
	® E-mail Account	
	Your Name: Arun Parasuraman Example: Ellen Adams E-mail Address: arun@mmsholdinos.com	
	Example: ellen@contoso.com	
	Manual setup or additional server types Kancel Kanc	
-		
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C Type here to search		^ ♥ (n) ENG 7/24/2020 ♥

16) Type your Password and click Sing-in

Add Account Searching for y ★ Searching for y ← arun@mmsholdings.com Configuring Enter password Outlook is com → ✓ Est → Se to Forgot my password Sign in with another account	
Configuring Outlook is com ✓ Es → Se to Sign in with another account	
Sign in	
Terms of use Privacy & cookies ····	
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17) User MFA and verify your account

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Add Account Searching f	The difference is if the data."	×
Configuring Outlook is →	Enter code	
₽ Type here to search	Terms of use Privacy & cookies	Cancel
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18) Click Finish

MMSUSVD		- 🗆 X
	Add Account X Searching for your mail server settings	
	Configuring Outlook is completing the setup for your account. This might take several minutes. ✓ Establishing network connection ✓ Searching for arun@mmsholdings.com settings ✓ Logging on to the mail server Congratulations! Your email account was successfully configured and is ready to use.	
	Change account settings Add another account < Back Finish Cancel	
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19) MS Outlook will load and sync your mailbox

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20) Open MS Edge Browser and pin it to the Taskbar as well and then login to access all MMS sites.

MMSUSVD		×
All Apps Documents Settings Photos Best match	More • ···	
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Settings © Smooth edges of images and text	Microsoft Edge Microsoft recommended browser ☐ Open ☆ Unpin from Start ④ Pin to taskbar ③ App settings	
t , 오 edge	Hi Oz	^ 및 10) ENG 11:39 PM 7/24/2020 ₹
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21) Click on More Options

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✓ mmsholdingsvdi			
MMSUSVD		More	options

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22) Click on Unsubscribe

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✓ mmsholdingsvdi			
		Details	
		Refresh	i -
MMSUSVD		Unsubs	cribe

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23) Click on Continue and then close the Remote Desktop app

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MMSUSVD	Remote Desktop Are you sure you want to unsubscribe? You are about to unsubscribe from the following Workspa - mmsholdingsvdi Any open apps or desktops will be disconnected. Continue	× Aces: a			



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