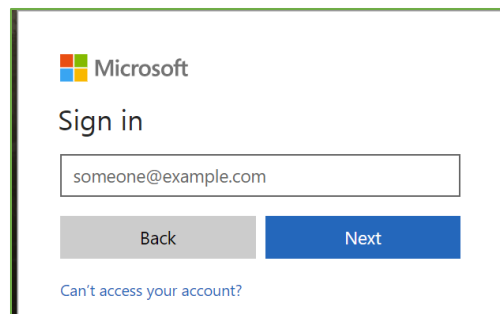


# MCC Secure Email and Employee Benefit Changes Worksheets

Occasionally, you may have to complete a Benefit Changes Worksheet to submit employee changes. Because the sensitive data being sent must remain secure, these worksheets will be emailed to your MCC Secure Mail email address. Below is a step by step guide to accessing and returning the worksheets.

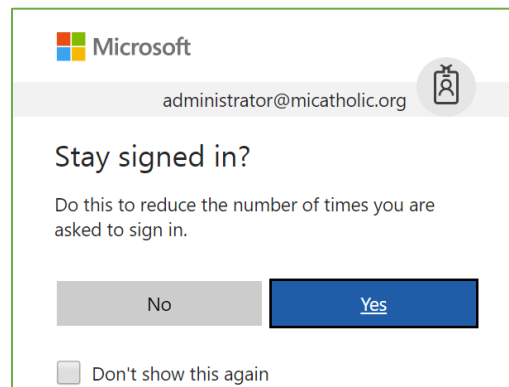
- **Logging In:**

1. Using a web browser (Internet Explorer, Firefox, Chrome, etc.) go to <https://www.office.com>
2. Enter your username in the sign in box and click 'Next'



Microsoft  
Sign in  
someone@example.com  
Back Next  
Can't access your account?

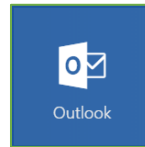
3. Enter your password and click 'Sign in'
4. If you access the site regularly you can elect to 'Stay signed in?' in the box that follows. Click 'Yes' if you so desire. Otherwise click 'No'. Check the 'Don't show this again' if you would prefer to go straight to the next step.



Microsoft  
administrator@micatholic.org  
Stay signed in?  
Do this to reduce the number of times you are asked to sign in.  
No Yes  
 Don't show this again

5. If this is your first-time logging in, you may be promoted to select a time zone.

6. Click the 'Outlook' box to go to your secure mail.

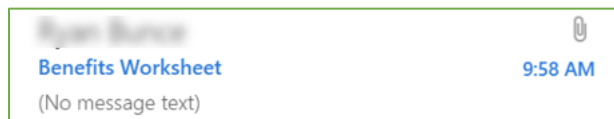


7. Your emails will be listed in the column under 'Focused Other'. If you don't see the email you're looking for click the 'Other' tab.



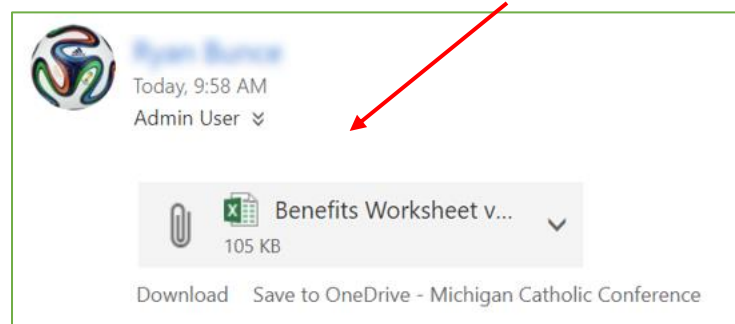
- **Benefit Changes Worksheet Email:**

8. Click on the email that was sent with the Benefits Worksheet attached. It should look something like this:

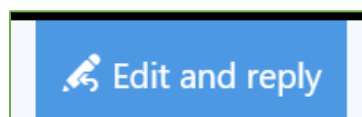


9. The message will open in the right-hand pane.

10. Click on the attachment to open it:



11. Click the 'Edit and Reply' button at the top of the worksheet:



12. Fill in all the required fields for the employee changes that you need to submit. Required fields are the orange colored columns.
13. Once you have filled in and verified all of the data click 'Send' on the right-hand side and the worksheet will be returned to MCC for processing.

