

REGENT™

SETUP COMPANY EMAIL ACCOUNT

申請公司電郵帳戶



Setup Company Email Account

申請公司電郵帳戶

Click to access → [Sign On \(myid.ihg.com\)](https://myid.ihg.com)

IHG[®] HOTELS &
RESORTS



Home

Reports

Job Aids



1

Wong, Mandy ▾

My Work ▾



Manage Access ▴

Add or Remove Access

Track My Requests



Self Service ▾



My Tasks ▾



Edit

Choose Menu → Manage Access → Add or Remove Access
選擇 Menu → Manage Access → Add or Remove Access

Add or Remove Access



Track My Requests



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Manage My Access

Help

1 Manage My Access

Select access you would like to add or remove.

2 Review and Submit

Look over your selections and confirm.

Add Access

Remove Access

Search Access



Filters ▾



Search For Access

Use the search or filter options above to find access items.

Your search results will show up here.

Click "Browse all access items"

[Browse all access items](#)

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Hotel Location Access

Details

Select this option to request access to new location (secondary location). You will be asked to select a hotel location and the role (jobtitle) at your new location.

Note: Modification to your "Primary location" can be made via "Profile Update" module under "Self Service".



Hotel Talent Management Access

Details

Hotel Talent Management Access



IHG Email

Scroll to find "IHG Email" → click "Details" → click "Next"

Details

Select this option to request access to new location (secondary location). You will be asked to select a hotel location and the role (jobtitle) at your new location.

Note: myID system does not support removal of email license while the user is active in IHG. Create a support helpdesk ticket to O365 team to request assistance removing the email license.



Leadshare Access

Details

Leadshare Access.

Next

Setup Company Email Account 申請公司電郵帳戶

Assign O365 License

Selected User

NetworkID

ImmutableID

Browse to select “O365 Email License: E1 – STANDARD PACK”

Select License

O365 Email License: E1 - STANDARD PACK (Web Access Only - Lower cost)

O365 Email License: E3 - ENTERPRISE PACK (Outlook Access - Higher Cost)

O365 Email License: SHARE POINT (Lower cost)

Cancel

Click “Next”

Next

申請公司電郵帳戶



My Work ▾

1

 Help

Select access you would like to add or remove.

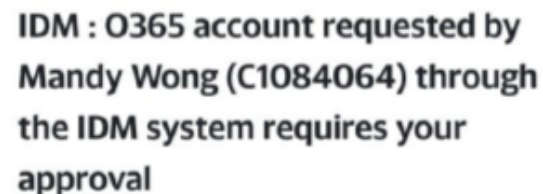
Look over your selections and confirm.

1

Details

Note: myID system does not support removal of email license while the user is active in IHG. Create a support helpdesk ticket to C365 team to get assistance removing the email license.

Click “Submit”



donotreply-myid@ihg.com

☆

日期

You will receive a confirmation email and approval notification. Contact HR for approval.

HOTELS & RESORTS

Our world is extraordinary

Dear Approver,

Mandy Wong has requested access for the following email license :

Request for: Mandy Wong (C1084064)**Application:** Office 365 Cloud**Request Type:** Assign License License:
E1 - STANDARD PACK (Web Access Only - Lower cost)

Please login to <https://msd.ihg.com/identityiq> to review and approve this request.



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Contact Human Resources Department for any enquiries
如有任何疑問，請向人力資源部查詢