As its your first day, we need to get some basics done.

Let's get your Phone setup.

You can view our set up guide by following this link. https://vodafone.sharepoint.com/:b:/r/sites/UKCompanyphones/Shared Documents/Email Setup Guides/Email setup for new starts.pdf?csf=1&web=1&e=Dns72k

You can also view our step by step guide for installing Microsoft Authenticator by following this link, UK Company phones - ms authenticator installation guide _2_.pdf - All Documents (sharepoint.com)

Psst – I've added a cheat sheet on all things Android , https://dev.azure.com/vfuk-digital/Digital/_wiki/wikis/DXL Wiki/14367/Android-cheat-sheet

Let's get your Mac setup.

You will have received a setup guide with the Mac, this will run through system preferences and use of Self Service and Cisco AnyConnect.

This is all the info on the Vodafone Mac build – AKA VIC Build - Vodafone Build for MacBooks (AKA VIC Build) - Overview (azure.com)

I have also added another cheat sheet for you on Mac's Mac - cheat sheet - Overview (azure.com) 😅 . Don't worry you can thank me later.

Let's get you connected.

Grab a coffee. Take a moment to ensure you have installed and become familiar with the Phone, the Mac, Outlook, Teams, Slack and Workplace, along with any settings you want to review.

What do we use?

- We use Outlook for any official emails and the calendar. Cheat Sheet: https://dev.azure.com/vfuk-digital/Digital/_wiki/wikis/DXL Wiki/14881/Outlook-cheat-sheet

- We use Teams for day-day communication outside Digital. Cheat Sheet: https://dev.azure.com/vfuk-digital/Digital/_wiki/wikis/DXL Wiki/14883/Teams-cheat-sheet

- We use Slack for day-day communication within Digital. Cheat Sheet: https://dev.azure.com/vfuk-digital/Digital/_wiki/wikis/DXL Wiki/14884/Slack-cheat-sheet

- We use Workplace for online communities across Vodafone. Cheat Sheet: https://dev.azure.com/vfuk-digital/Digital/_wiki/wikis/DXL Wiki/14885/Workplace-cheat-sheet

Let's Get you organised.

It's a good time to install your favourite IDE, browser, 2FA password manager and any basics you use (e.g. note taking, task tracking).

Need Office equipment? We have you covered, visit our office in a box, https://officeinabox.vodafone.co.uk/

We also have you covered for software visit our IT Shop https://vodafone.sharepoint.com/sites/officeituk

Let's introduce you!

Have you taken a selfie yet? If not take one now and get it sound round to your manager and then introduce your self to your team.

You can also upload your picture to a few places (after all its nice to put a face to name 😊).

- ADO and Sharepoint: https://myaccount.microsoft.com

- Outlook and Teams: https://myaccount.microsoft.com

- Slack: https://vfuk-digital.slack.com

- Workplace: https://vodafone.m.workplace.com