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| We look forward to working with you. Welcome!  You will need to configure a few applications after your first login. Follow the steps below to get started quickly  Here at <company> we use Microsoft 365, which gives you access to your email and documents from any location. |
| 1  Let’s get started  Below you will find the login details for your computer and Microsoft 365. You will need to set a new password after you logged in. This password must exists out of:   * Minimal 12 characters * A mixture of both uppercase and lowercase letters, numbers and special characters * Doesn’t contain usernames, (part) of your name, or company name.   It’s important that you don’t use the password somewhere else.  There is a higher change that your password get’s leaked when using company passwords on external websites   |  |  | | --- | --- | | Username**:** | firstnamelastname**@lazyadmin.nl** | | Password**:** | lazyPass123 | |