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| Hi FirstName, |
| Welcome to the zulily team! Below you will find the credentials that you will use to complete your initial login to zulily applications and work computer. If you get stuck, please reference the “Need Help?” section at the end of this document. |

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| **Domain Credentials Description: http://files.softicons.com/download/system-icons/delikate-icons-by-kyo-tux/png/256/Network.png** | Use the following **Domain** **Username** and **Password** to sign into your computer and most zulily web applications. Use the email address only for setting up your zulily.com work account and for logging into Email/Office365.   |  |  | | --- | --- | |  | | | Domain Username:SamAccountName  Email Address: SamAccountNameE@zulily.com |  | | Domain Password: Password |  |     **Note:** You will be prompted to change your Domain Password every 90 days. Passwords should be a minimum of 8 characters and must contain at least one capital letter, number, lowercase letter, or a symbol |

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| **Microsoft Exchange/**  **Office365**  **Description: Macintosh HD:private:var:folders:wy:7ts8bl356z7d0jthf02z4ndxlrzb51:T:TemporaryItems:search.jpg** | **Microsoft Exchange/Office365** is the zulily email service and productivity suite. Most users will use **Microsoft Outlook** as their desktop mail client. Mail can also be accessed online at <http://outlook.office365.com> (also known as OWA). You do not need to be on the zulily network to access OWA.  **Note:** Your **Domain Password** and **Email Password** are the same. Changing the **Domain Password** also changes the **Email Password**. |

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| **Skype/Lync**  **../../../../../Users/jdiaz/Desk** | **Skype for Business** (previously known as Lync) is the company standard **IM** client and is listed under *All Programs* *> Microsoft Office 2013* under the WindowsStart Menu.  **Note:** **Skype for Business** has not yet been released for Mac OS X. Mac users will use **Lync 2011.** |

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| **zulily.com**  **../../../../../Users/jdiaz/Desktop/Screen%20Shot%202015-05-01** | Please go to [www.zulily.com](http://www.zulily.com) and sign up as a new customer using your email address and create a password you will remember. *Your email address must be all* ***LOWERCASE*** *characters.*  **Note**: This password is separate from your **Domain Password**. |

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| **Okta**  **../../../../../Users/jdiaz/Desktop/Screen%20Shot%202015-05-01** | **Okta** provides you a single sign-on to multiple zulily web-based applications. Please go to **https://zulily.okta.com** and sign using your Domain Credentials to setup your account and install the browser plug-in. You can find more info and an FAQ at the following link:  <http://zunet.corp.zulily.com/okta-single-sign-on/>  **Note:** **Okta** is currently only available to full time employees. |

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| **DayForce**  **../../../../../Users/jdiaz/Deskto** | DayForce is a web-based application where you can manage your timecard (hourly employees), request PTO, check benefits, etc. Dayforce is best accessed via Okta, however manual login can be accessed with the following information:   * https://www.dayforcehcm.com * Company ID: zulily * User Name: First Initial + Last Name + MM (example; 08) +DD (example 24) * Password: YYYY (four-digit birth year) + Last 3 digits of SSN   **Note**: This password is separate from your **Domain Password**. |

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| **Phone System**  Description: http://www.9to5.org/sites/default/files/images/Phone_icon.gif | The direct local access number to zulily is 206-724-0500 and the toll free number is 877-779-5614. Below you will find your direct dial or extension and VM password. If the fields are blank, a phone was not requested for you.   |  |  | | --- | --- | | **Your Phone Login and Password** | | | Direct Dial:  Extension: |  | | VM Password: |  |  * To dial internally, simply dial the extension * To dial an external call, dial 8 + 1+ area code and number * To dial internationally, please contact IT to get the access code * To access voicemail, dial \*97 and follow the prompts to configure * You can also access voicemail by going to <http://pbx/recordings> and logging in with your extension and voicemail password |

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| **VPN** | VPN allows you to access zulily internal systems while outside the office.  **Mi-Token** generates a **6-digit token** used to authenticate you to the zulily domain.  To manage or provision your token(s), please go to <https://token.corp.zulily.com>  **Pulse Secure** is used to connect to the VPN using the generated token. The Sign-in Page should be set to *https://secure.zulily.com*  Note: Use your **Domain UserName**, **4-digit pin**, and generated **6-digit Token** are used to sign into Network Connect. |

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| **Need Help?**  **Description: http://brendanomeara.com/wp-content/uploads/2012/09/man-question-mark.jpg** | If you find yourself requiring technical assistance please file a *Service Desk Request*. Use your **Domain Credentials** to sign into this link:  <https://zupport.corp.zulily.com>  You can also reference the **Service Desk FAQ** from the following link, or from the Quick Links on zunet:  <https://confluence.corp.zulily.com> |