

Welcome to Qordoba, Esam! We're excited to work together. This document is meant to help you

On the first day, you will...

- Learn more about Qordoba's product and values
- Get to know the team
- Get your computer and accounts set up
 - Services
 - Google
 - Okta
 - Slack
 - Namely
 - Jira
 - Confluence
 - Gong

Computer Set-up:

- Computer log-in:
 - Password is **abodroQ!**
 - Find the email in your personal email from Okta in order to retrieve your user ID and Password to login to Okta.
 - Sign in to Okta with your ID and Password to gain access to your work Gmail
- Slack
 - Go to slack.com and download the application
 - Sign in with the domain **qordoba.slack.com**
 - Sign in with google
 - Channels you should be added to:
 - Sf-office
 - General
 - Random
 - Learn-qordoba
- Gmail
 - Go to Calendar to view and accept upcoming meetings
 - Subscribe to/ Accept the following:
 - All orientation meetings on Wednesday
 - Weekly Product Updates
 - All-Hands Meeting
 - 1:1's with Waseem
 - Scrum

- All other Marketing meetings you are invited to by Waseem
- System Set-up:
 - Please reach out to Maiko to get you access to all needed systems

Important Things to Know:

- The Marketing Team (Org chart is located in Namely):
 - Waseem- CTO
- Facilities & General -***All of the following will apply when we return to the office:***
 - Make sure you are given a Key card to get in & out of the building
 - Your Desk should have everything you need, but let Julia know otherwise
 - Misc
 - Meals are catered Monday and Wednesdays through Eat Club
 - The gray fridge is for personal food, leftovers, or Cold brew.
 - The printer's name is Canon MF731C/733C
 - Conference Room is the room with the long table
 - Break-out Room is the room with the sofas
 - Company holidays are listed in Namely