

Your Company Name here

New User Welcome Sheet

Hicklin, Melvin

PC Login

Username: HicklinMelvin01

Password: pass

At your earliest convenience, use Ctrl+Alt+Del to change your password. You will need to use 7 characters and a combination of 1 Upper, 1 Lower, 1 Numeric, and 1 Special character(s). It will need three of the four. Please note: Passwords expire every 90 days.

Email Address:

MelvinH@yourcompanynamehere.com

Webmail: <https://webmail.yourcompanynamehere.com/owa>

Webmail Username: ce/HicklinMelvin01

Webmail Password: pass

Email info for mobile devices:

Account type: Exchange

Server name: https://webmail.yourcompanynamehere.com

The connection will be secured using SSL.

Domain: ce

Username: HicklinMelvin01

Password: pass

If any issues occur or you have any questions

Please contact IT at by phone IT phone number here or Email helpdesk@yourcompanynamehere.com