Company Name New User Welcome Sheet

Hicklin, Melvin

PC Login
Username: HickMe01
Password: NthTel80

 You will be prompted to change your password the first time you log in. You will need to use 7 characters and Ensure your new password has 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@companyname.com

MS365 Login:
(if Prompted in Office)
Username: HickMe01
Password: NthTel80

Webmail: mail.companyname.com/owa

Email info for mobile devices:
Account type: Exchange
Server name: mail.companyname.com
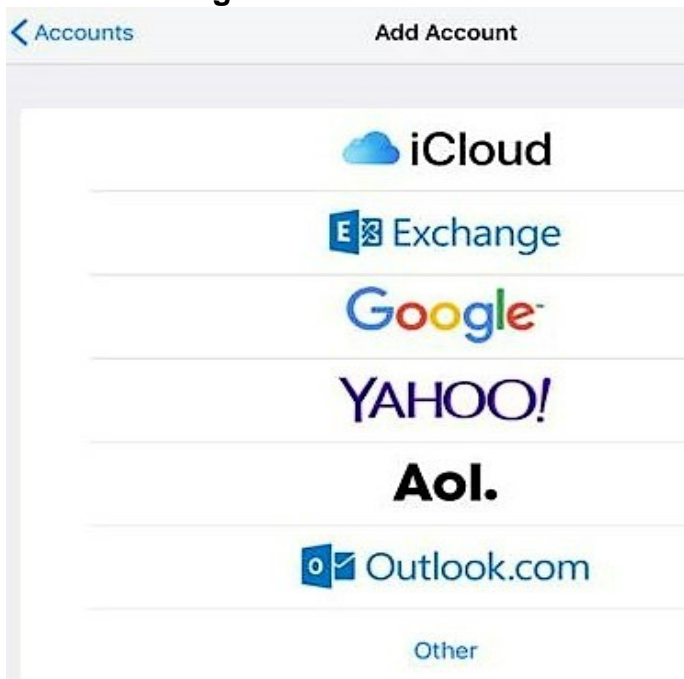The connection will be secured using SSL.
Webmail Username- CE\HickMe01
Webmail Password- NthTel80

If you have any issues or question, please feel free to contact Company Name IT
by phone: IT Phone number here or email: ITeMailHere@companyname.com

Setting up email on your iPhone:

Under 'Settings' Go to 'Passwords and Accounts' and select Exchange.

Enter MelvinH@companyname.com and Company Name for Description

Cancel　　　　　　　Exchange　　　　　　　Next

Email　　email@example.com

Description　My Exchange Account

Exchange Device ID

6SSHN6Q2CT0P90VVNVJ27ELG4G

Select 'Configure Manually'.

Cancel　　　　　　　Exchange　　　　　　　Next

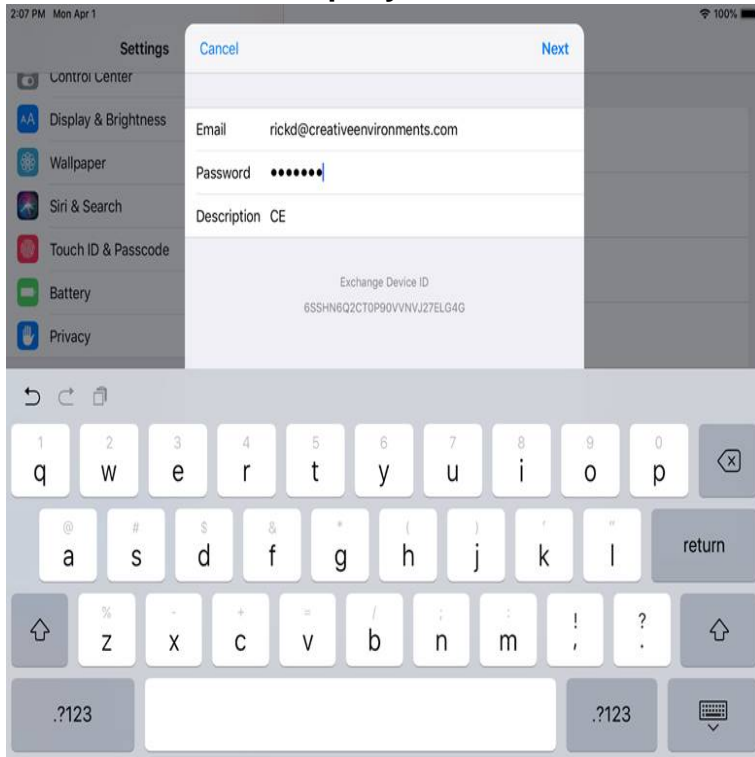Email　　rickd@creativeenvironments.com

Description　CE

Sign in to your
"creativeenvironments.com"
Exchange account using
Microsoft?

Your email address will be sent to
Microsoft to discover your Exchange
account information.

Configure Manually

Sign In

Enter MelvinH@companyname.com and NthTel80, then press select.

Enter the following information:
Email: MelvinH@companyname.com
Server: mail.companyname.com
domain: Company Name
username: HickMe01
password: NthTel80

Cancel	Next

Email	rickd@creativeenvironments.com

Server	webmail.creativeenvironments.com

Domain	ce
Username	dickri01
Password	•••••••

Finally, select save.