

Title: Tools & Access Guide

1. Email & Calendar

- Primary email system: [Gmail/O365] at mail.company.com.
- Your email ID will be shared by HR on Day 1.
- First login: change your temporary password and set up two-factor authentication.
- Use the calendar to:
 - Accept meeting invites from your manager and HR.
 - Block personal time (like lunch) if needed.
 - Set working hours so others see your availability.

2. HR Portal

- HR portal URL:
- <https://hr.company.com>
- Use your company email to log in.
- In the HR portal you can:
 - View and update personal details.
 - Apply for leave and view leave balance.
 - Download salary slips and tax documents.
 - Submit reimbursement claims and track approvals.

3. Communication Tools

- Primary chat tool: [Slack/Microsoft Teams].
- Join required channels:
 - #announcements (company-wide updates)
 - #hr-helpdesk (HR questions)
 - Your team channel (for daily updates and queries)
- Basic rules:
 - Use threads for topic-based conversations.
 - Keep internal communication respectful and professional.
 - Do not share confidential data in public channels.

4. Project & Task Management

- Issue tracker: [Jira/ClickUp/Trello].
- You will receive an invite to your team's project board.
- Typical usage:
 - Check your assigned tasks every morning.

- Update status (To Do → In Progress → Done).
- Add comments if you are blocked or need help.
- Always keep tasks updated so your manager can see progress.

5. Documentation & Knowledge Base

- Documentation site: [Confluence/Notion/SharePoint].
- What you'll find:
 - Project overviews and architecture diagrams.
 - Runbooks and step-by-step guides for common tasks.
 - Team processes, coding standards, and checklists.
- Bookmark key spaces: "New Joiners", "Team Playbook", "Tech Stack".

6. Development & Access (for technical roles)

- Source code repository: [GitHub/GitLab/Bitbucket].
- You will be added to required repositories by IT or your manager.
- Setup steps:
 - Configure SSH keys or personal access token.
 - Clone the main repositories used by your team.
 - Follow the README for environment setup and local run commands.
- Use VPN if you are accessing internal systems from outside the office network.

7. VPN & Remote Access

- VPN client: [OpenVPN/AnyConnect/Company VPN].
- IT will share installation steps and server details.
- Use VPN when working from home or accessing internal tools from outside office.
- Disconnect when not needed to avoid unnecessary load.

8. IT Support Process

- For issues like laptop problems, access errors, or software installation:
 - Raise a ticket at
 - <https://it-support.company.com>
 - or email
 - it-support@company.com
 - Describe the issue clearly, with screenshots if possible.
 - For urgent issues, mark the priority as "High" and inform your manager.
- IT will respond with a ticket number and expected resolution time.

9. Security & Best Practices

- Never share your passwords with anyone, including IT.
- Lock your laptop when away from desk.

- Report suspicious emails or links to
- security@company.com
- Do not install unauthorized software on your work device.

10. Quick Reference

- HR portal: <https://hr.company.com>
- IT support: it-support@company.com
- Security team: security@company.com
- General help: helpdesk@company.com