MLA Online Training – Basics

1

Your 7 digit Mphasis Employee Id: (Input 234 if you don't know your Employee Id) *

2529352

2

Please read the following instructions regarding Online Training *

◉ Ok

- Ensure your device (laptop / mobile phone) is **charged completely**

- **Dress appropriately** during training sessions

- Find a quite place and ensure minimal distractions (Family / Loved ones / Pets / Phone)

- Be ready and join at least **10 minutes before** the session starts

- Do not skip or miss sessions without approval from MLA Team (Not the trainer)

- Camera to be **Switched On** during training session

- Be on **Mute when not speaking**

- Blur your background (update from Settings)

- Keep it **interactive / respond** to questions asked

- Training timings will be 9:00 AM to 6:00 PM (will be extended if required)

- Breaks will be for 15 + 45 + 15 (minutes)

- Inform us for any deviation / interruptions during training

Acknowledgement

3

I have understood the above instructions and will adhere to it during training *

◉ Yes

◯ No

Official Communications (Mphasis or any work related information)

Confidentiality:

- All official communication needs to be shared over Mphasis Email (Outlook) or on Yammer
- Strict action will be taken if found sharing official information over or by any other means

Adherence to Timelines:

- All assigned tasks need to be completed at the earliest or before the time mentioned
- If unable to complete due to any reason, your manager should be informed
- If tasks are not completed and if there is no information on reason for non completion, **HR action will be initiated**

Outlook & Yammer

Follow the below steps from a **browser in your personal desktop / laptop**

Go to **AppAccess -> All Apps -> Yammer** (This will only work from browser in your personal desktop / laptop)
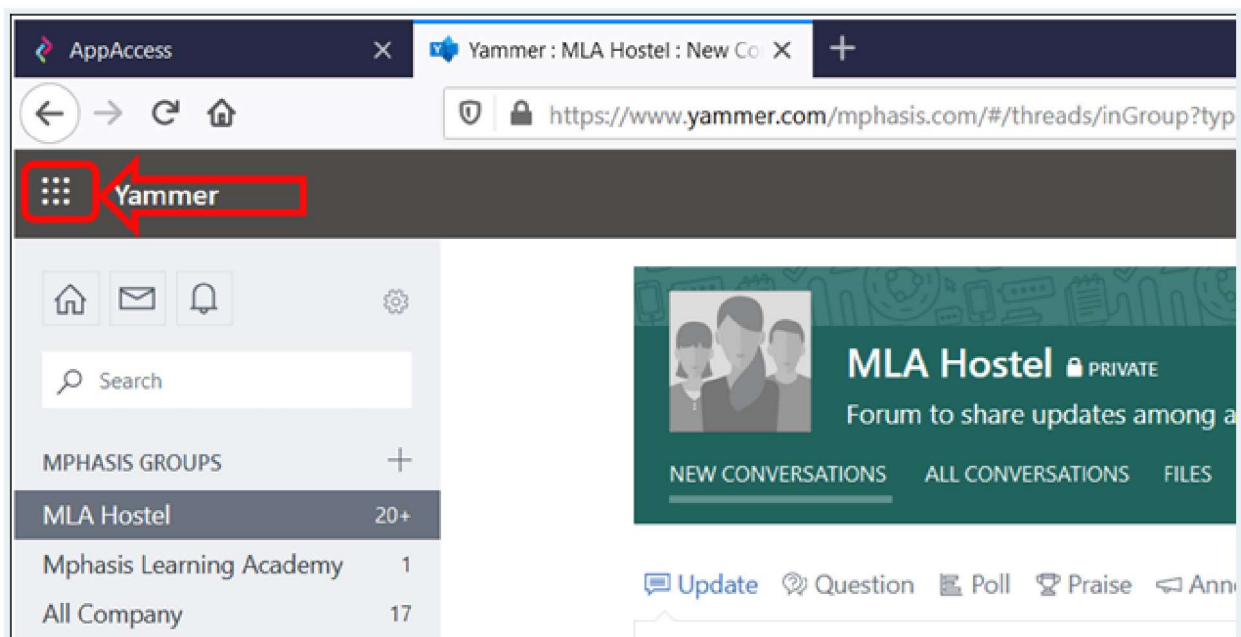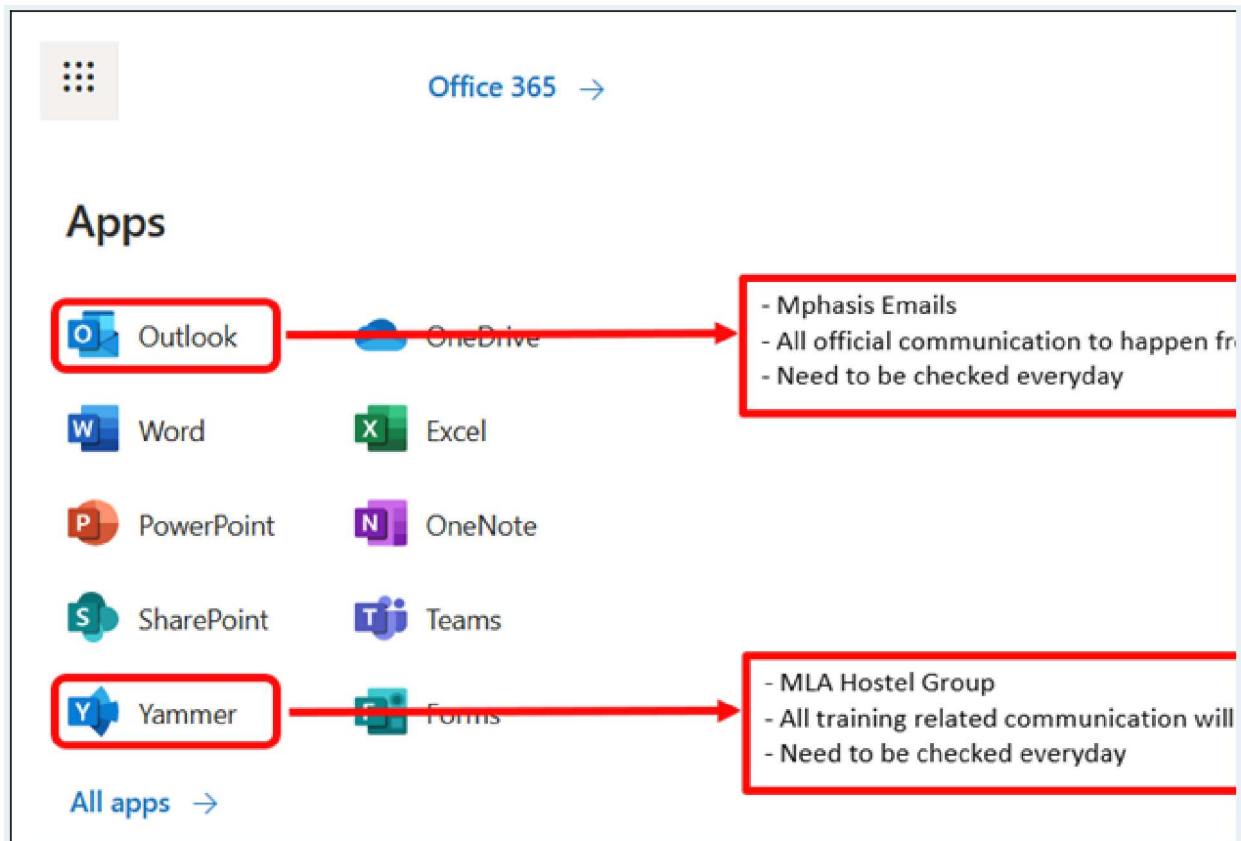
Access to Outlook & Yammer

4

I am able to access both Outlook & Yammer
*

◉ Yes

◯ No, I will call EASE help desk to resolve this
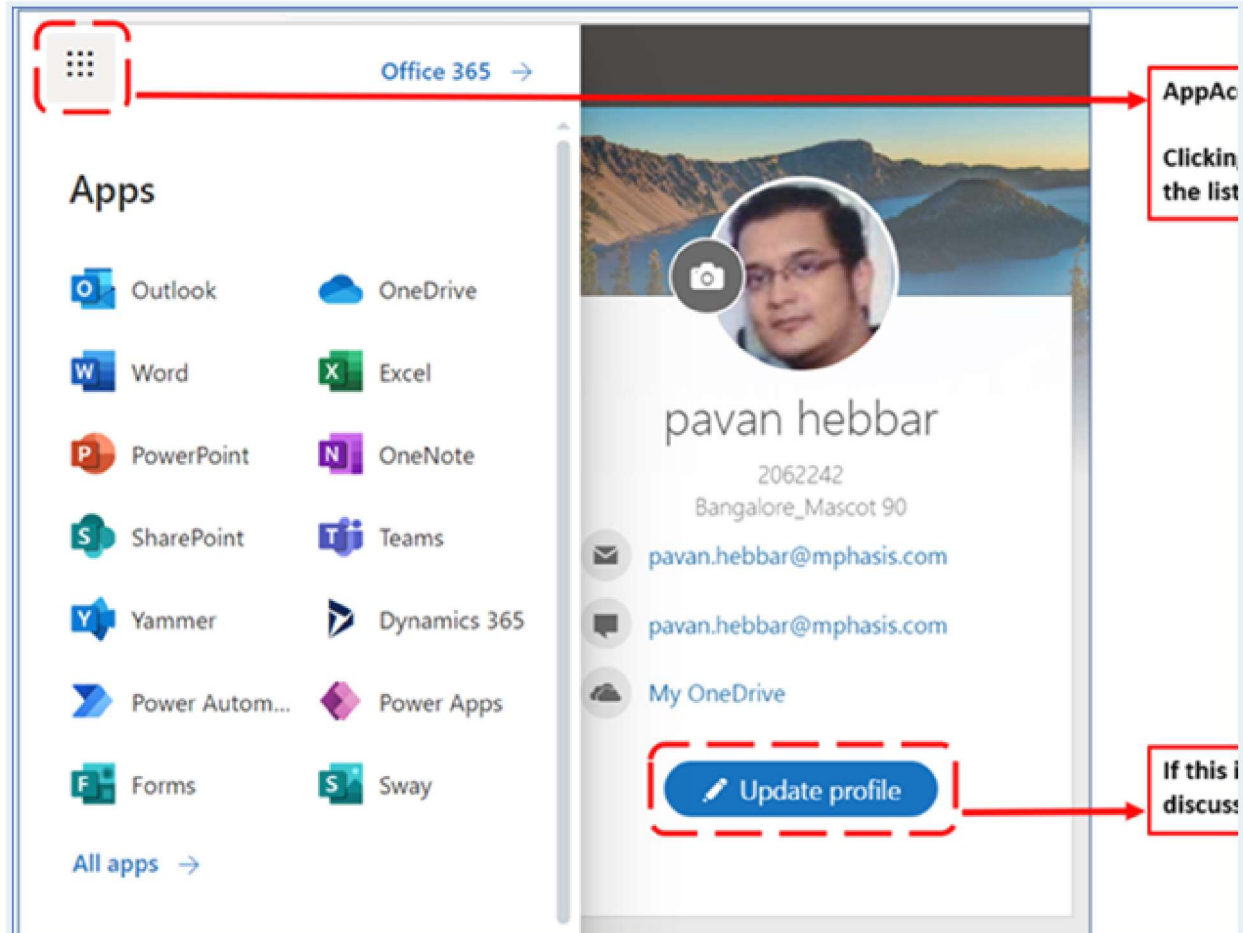
5

Comments / Questions, if any

Enter your answer

Profile Photo (ensure a professional photo is uploaded)

AppAccess -> All Apps -> Office 365 -> Click on the circle at Top right corner (will have your initials) -> My Office Profile

Once done, please update the same photo on **AppAccess -> HCM** as well.

Please contact EASE helpdesk if you face any issues.

6

Updating Profile Photo
*

○ I will upload on both Yammer & HCM by tomorrow

○ My profile photo is visible both on Yammer & HCM

Great, you are all set...

Please check your Mphasis email.

Upon clicking **Submit**, a link for Webex meeting will be sent to you.
Please login to Webex, explore the application and leave the meeting.

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