

Welcome to the team!

**1. Creating Your Company Account**

Your HR representative will send you an onboarding email containing your company username and a temporary password.

Login to the employee portal and update your password immediately.

**2. Setting Up Company Email**

Go to mail.company.com and log in using your company credentials.

If you experience login issues, contact the IT department.

**3. Accessing Internal Tools**

Access tools such as the HR portal, time tracking, and project management via the company intranet at intranet.company.com.