

# Rely : Your IT Onboarding Guide

*rely*

# Agenda

1. Account Management and Migration
2. Wi-Fi & VPN
3. MFA – Multifactor Authentication
4. Applications
5. How to work with Mobile
6. How to solve IDS issues
7. How to set Outlook Signature
8. One-Drive Setup
9. Cyber Security – Report Phishing Emails
10. Install and use printers
11. Meeting rooms usage
12. Adobe Reader signature
13. WelcomeNET : Guest Wi-Fi for visitors
14. iLearn

# MAIN CONTACTS AND Q&A

- IT in TRELY : Contact [JOHAN.CHASSONNERIE@RELYSOLUTIONS.COM](mailto:JOHAN.CHASSONNERIE@RELYSOLUTIONS.COM) & [TINO.FRANIC@TEN.COM](mailto:TINO.FRANIC@TEN.COM)

- **iSolv & ServiceNow**

- 24/7 IT Desk support helping to solve technical or hardware issues
- Accessible in TEAMS with your RELY laptop
- If not, call +33(0) 800 90 12 15 (French Speaking) OR ask another team member to create a ServiceNow ticket to group SD - Voice (French Speaking)
- Front Desk on Floor A1

- **Collaboration tools**

- OUTLOOK (can be used with both JC and RELY mailboxes)
- TEAMS
- SHAREPOINT

- **Applications**

- SSO Applications open on internet can be accessed from an external JC Computer (see GAIA example)
- Internal applications & servers **cannot** be accessed without a RELY laptop

- **TENET**

- Intranet is accessible on link <https://intranet.technipenergies.com/>
- All applications can be found on this website

- **Rooms**

- Origine (Paris) : Use Outlook to send invitation to the room with the following codification
- [FR\\_PAR\\_Origine\\_B26.02@technipenergies.com](mailto:FR_PAR_Origine_B26.02@technipenergies.com) for room B26.02

- **Mobile Phone :**

- Installation of Applications needed for Security : Intelex, MS Defender

# 01

## Account Management and Migration

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# How to manage your User Account?

## What is a User Account?

A user account is a unique identifier assigned to an individual user, allowing them to authenticate to systems using a digital identity. After successful authentication, the user can access the system using their login credentials, which typically consist of a username and password. If a user fails to authenticate after three attempts, their account will be locked for a minimum of 5 minutes. After 15 minutes, the account will automatically be unlocked.

## Change password

To change their password a user can :

- press Ctrl + Alt + Del and select the "Change Password" option after their first login.  
Users are required to lock their system when stepping away from their desk temporarily. If the system is left inactive for a maximum period of 15 minutes, it will automatically lock. To unlock the session, the user must re-authenticate.

## Lock Screen

To lock the screen, a user can:

- press Ctrl + Alt + Del and select the "Lock" option
- press the Windows icon + L.

### Note:

1. Refer [KB0005072](#) to know how to reset the password.
2. In the United States, the login credentials provided to users for their first login are temporary. Users are required to change their password upon their initial login.





# Password guidelines

## Do's and Don't

- Passwords must be at least 9 characters long and include a combination of alphanumeric and special characters.
- Passwords should not contain easily identifiable information such as family names, pet names, birthdays, company names, or phone numbers.
- Passwords used for RELY accounts must never be used for any non-RELY accounts or services.
- Passwords are strictly confidential and should not be shared with anyone under any circumstances.
- Passwords received from a supervisor on the first day must be changed after the initial login.
- Passwords should also be changed if unauthorized access is suspected or confirmed.

Note: Refer to [GPS-COR-24030](#) Information and Cyber Security Identification and Authentication Std on GBPMS to know about the Password Construction Guidelines

# Migration to domain @relysolutions.com



## What is a migration?

TEN and RELY Microsoft tenant are shared. When a former T.EN employee is moved to RELY (under payroll or secondment), there is a migration to be done to register user under RELY and give him access to his @relysolutions.com mailbox

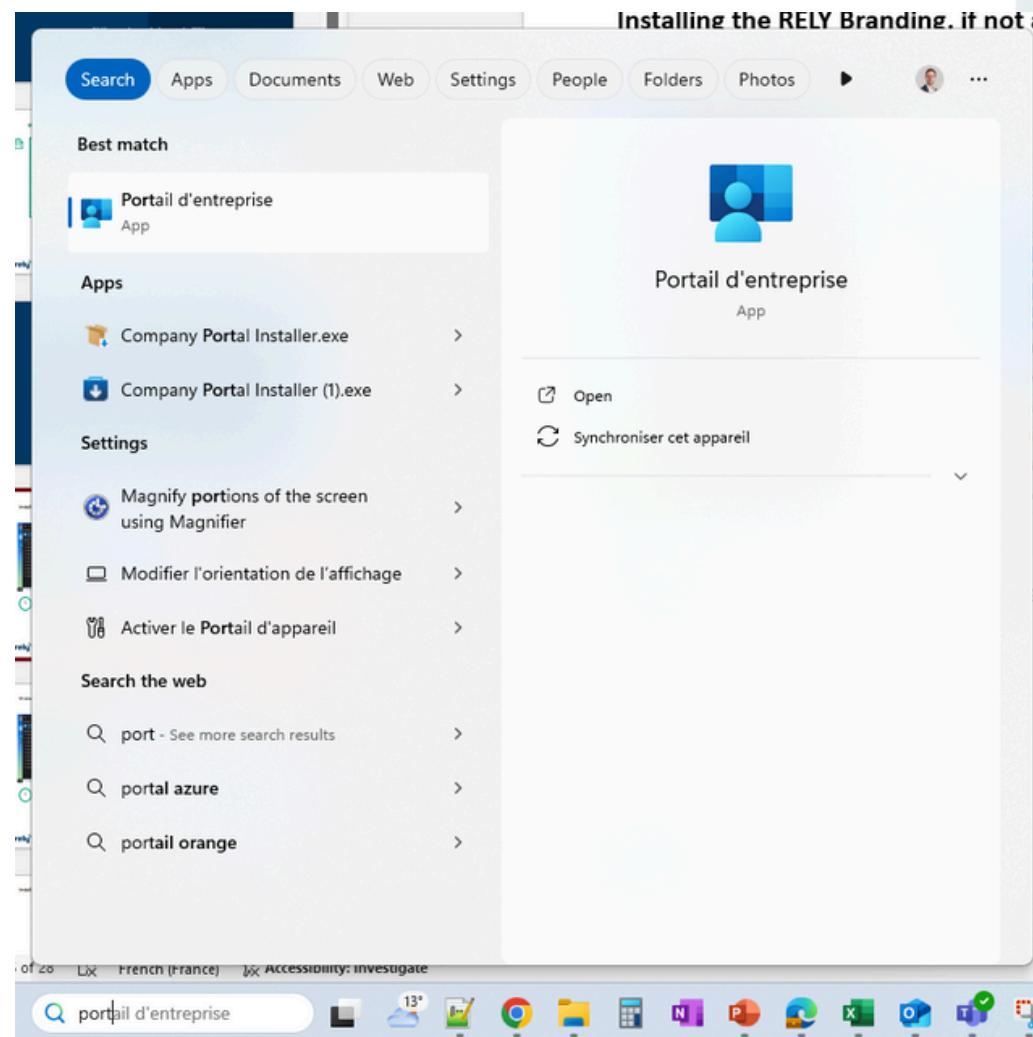
## What are the admin action?

Manage user migration with ServiceNow, in collaboration with the team « IDS-Identity and Access Mgmt » :  
[Request Catalog - TEN Digihub New Portal \(service-now.com\)](#)

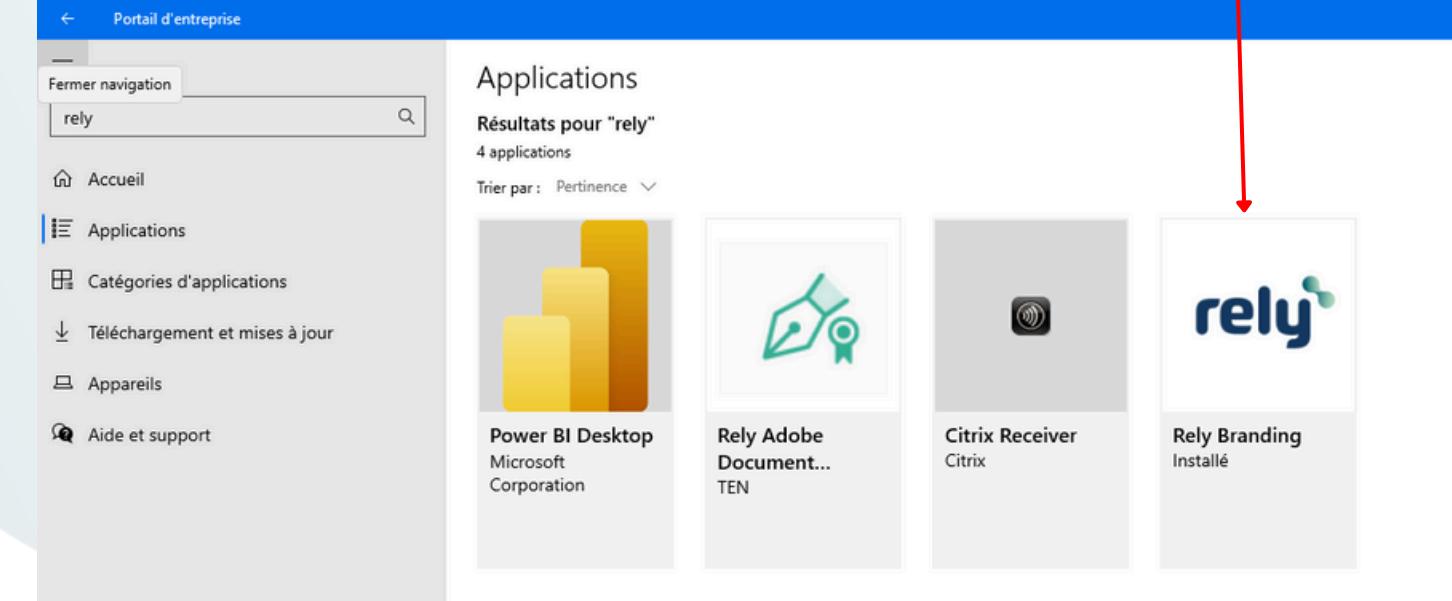
## What are the user action?

- Install RELY Branding
- Install RELY Email Signature
- Install RELY Signature
- Reconnect IT Tools

# Installing the RELY Branding



1 Search for “Portail d’Entreprise” or  
“Company Portal” in Windows



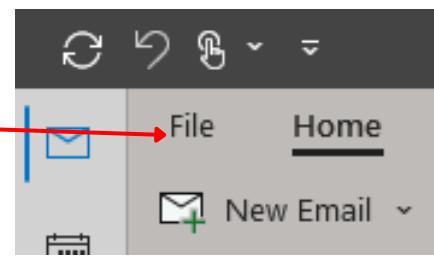
2 Click the RELY Branding icon in applications

3 Click on “install” and restart the computer

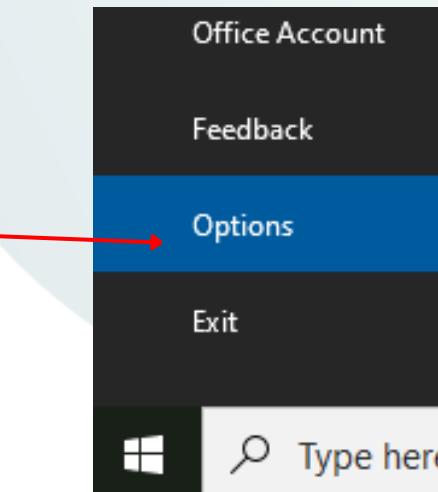
4 You may need to UNINSTALL the TEN BRANDING if you are a legacy TEN Employee

# Installing RELY Email signature ( in “Old” Outlook)

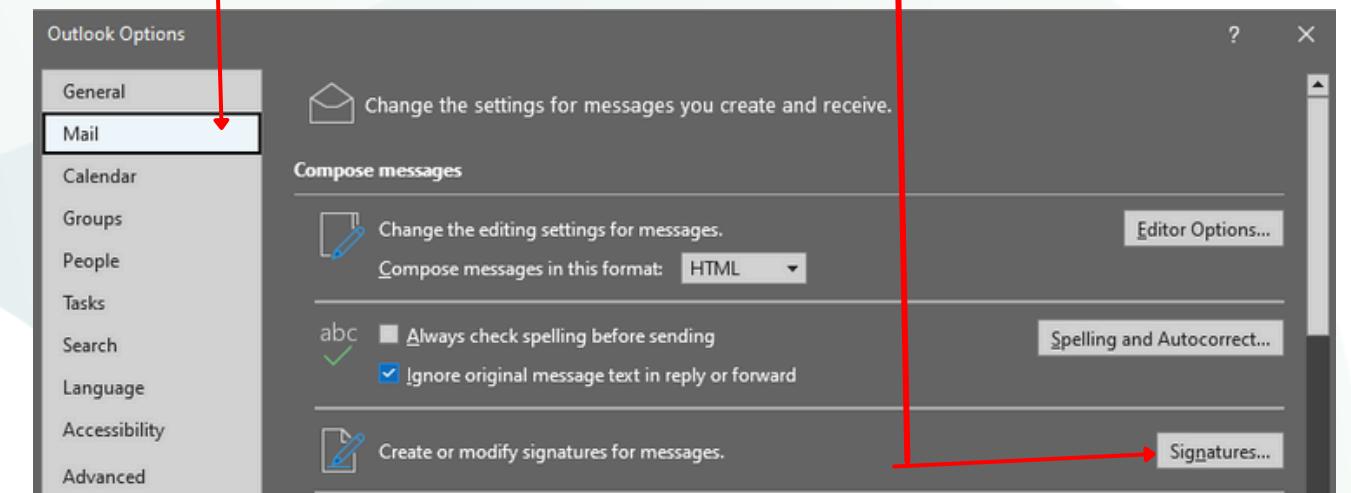
1



2



3



4

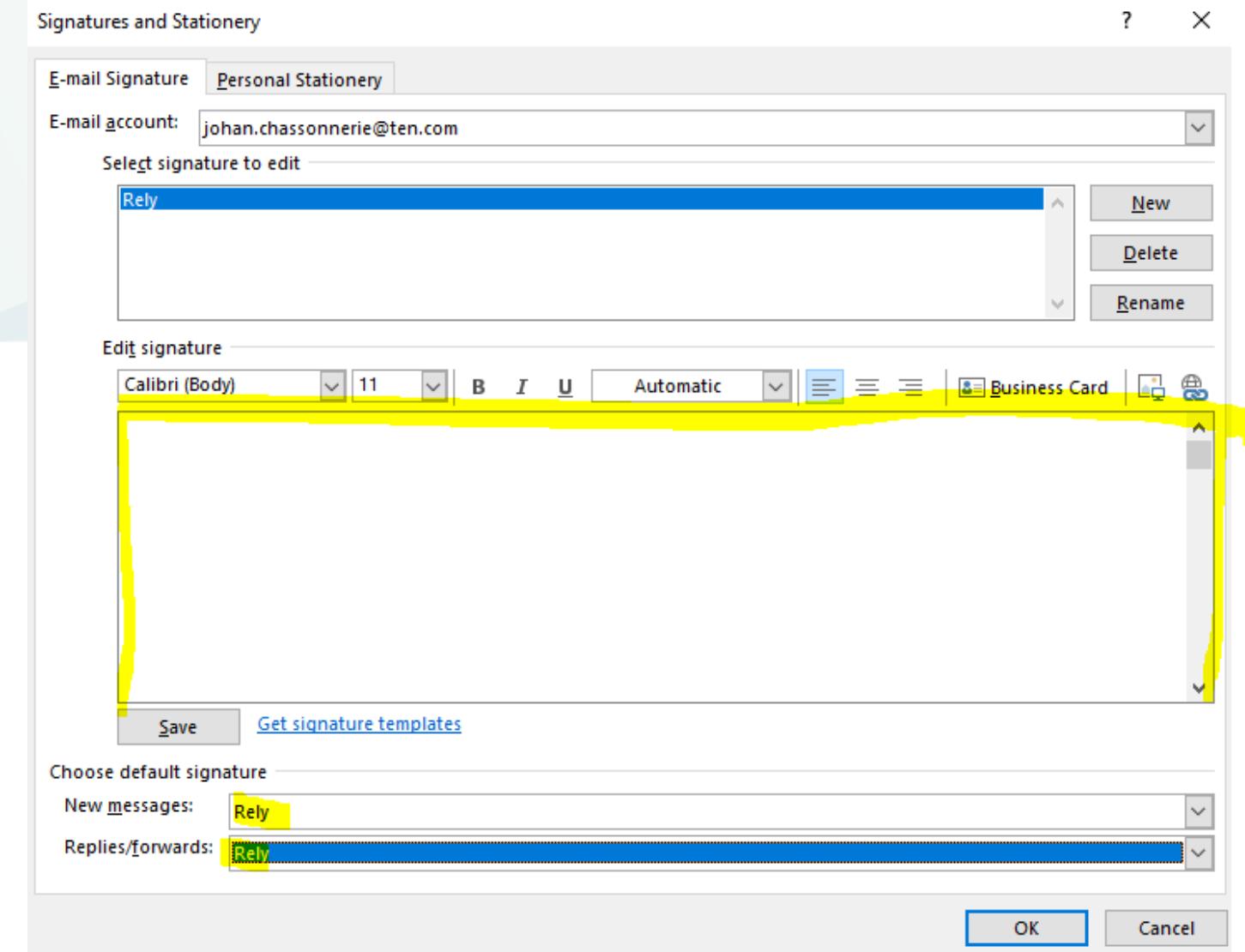
Select email account [xxx.xxx@ten.com](mailto:xxx.xxx@ten.com) (or [xxx.xxx@relysolutions.com](mailto:xxx.xxx@relysolutions.com))

Click on “NEW”

# Installing RELY Email signature ( in “Old” Outlook)

5 Double click on this box, and copy paste in Outlook

6 Double click on this box, and copy paste in Outlook



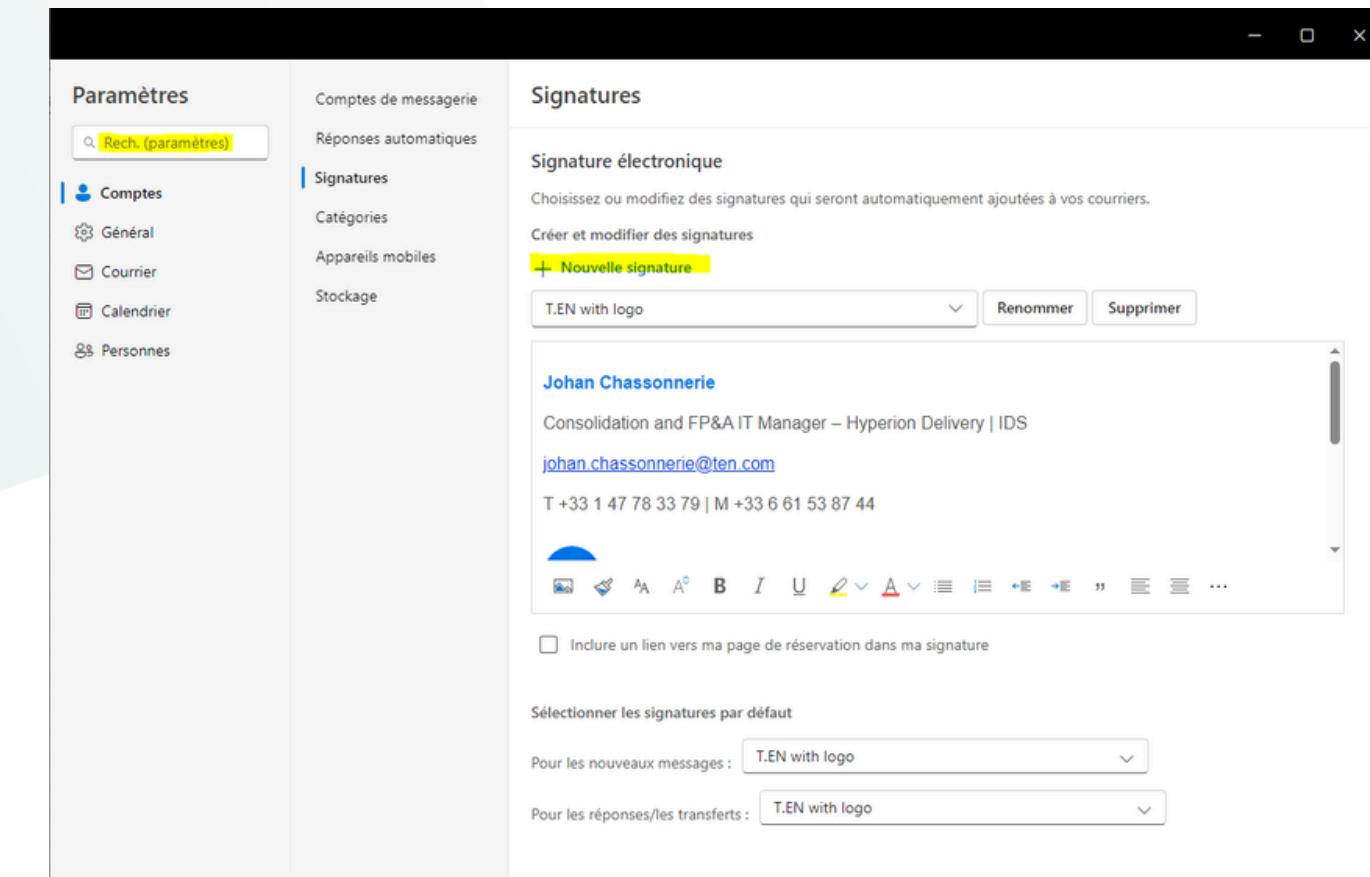
# Installing RELY Email signature ( in “New” Outlook)

1 Click on Parameters



3 Double click on this box, and copy paste in Outlook

2 Select the “Signature” menu and Add a new signature

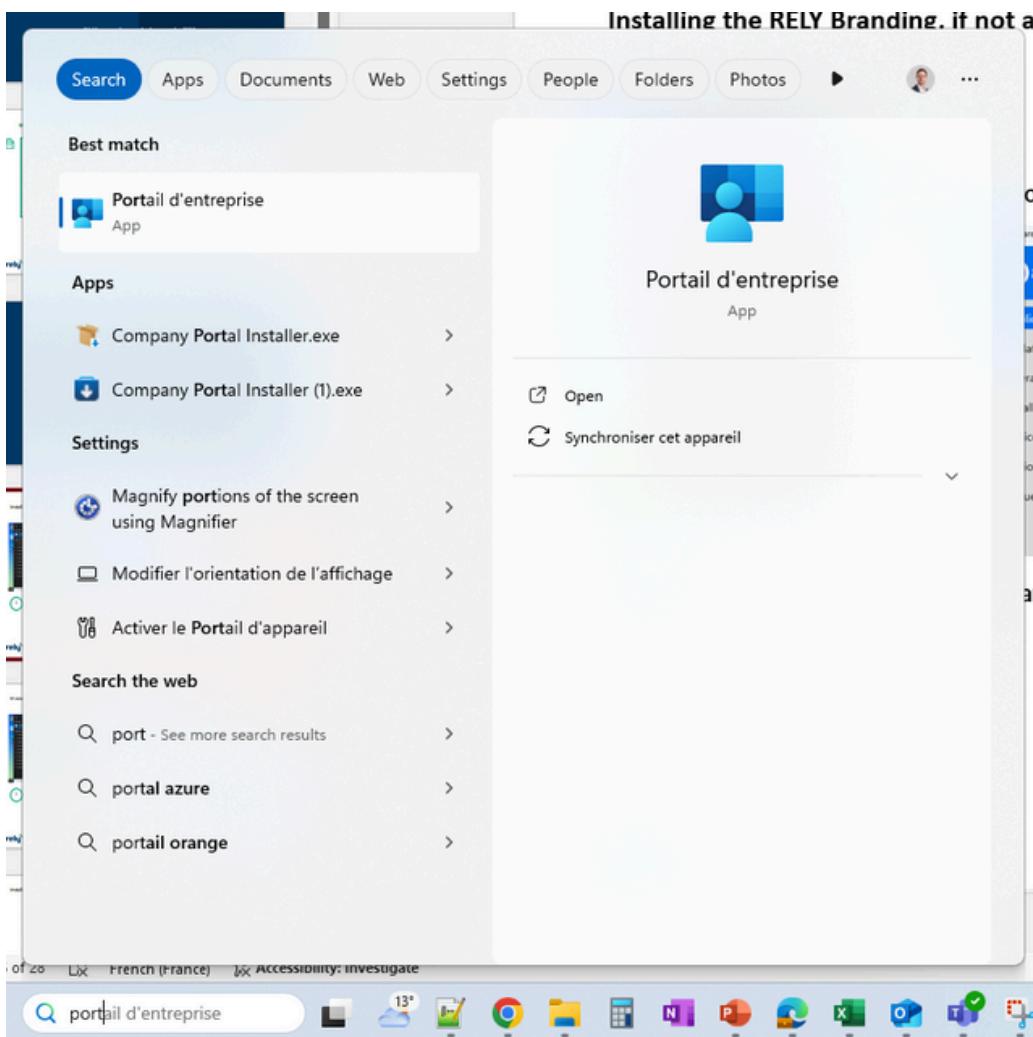


4 Add below logo manually with a Copy Paste instead of line “Logo”

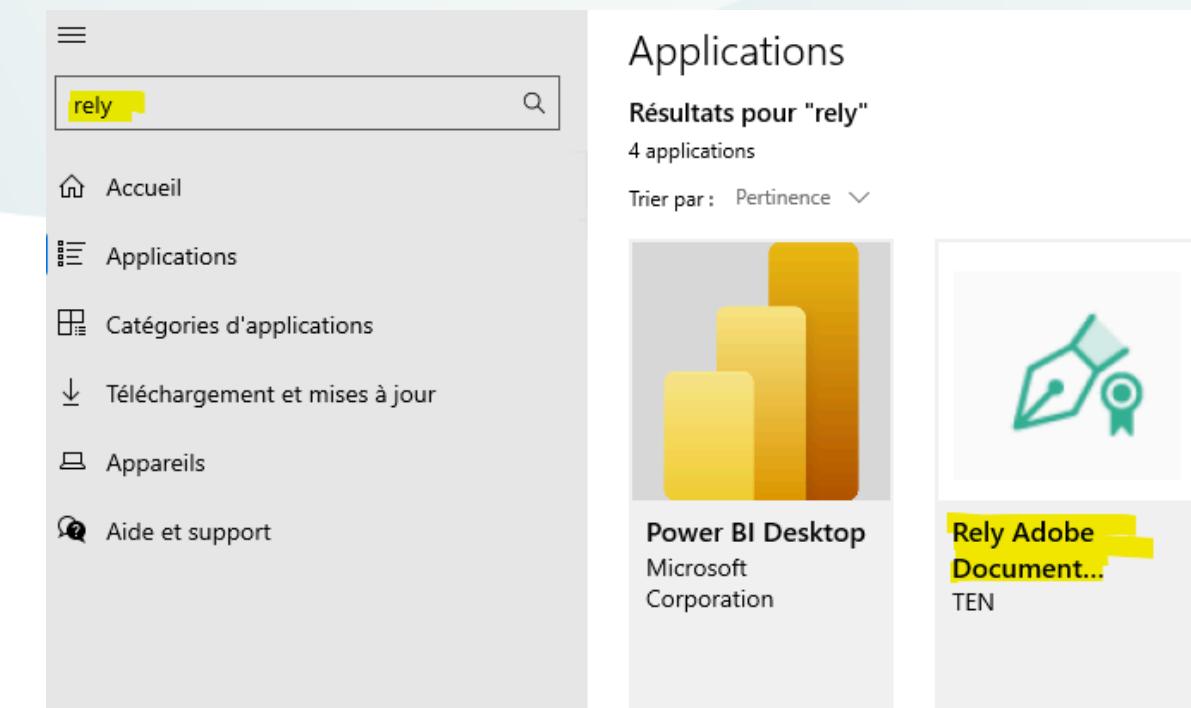


# Install the RELY Signatures (important note: it will remove the TEN legacy signatures)

- 1 Search for “Portail d’Entreprise” or “Company Portal” in Windows



- 2 Search for RELY Signature icon



- 3 Click on “install”

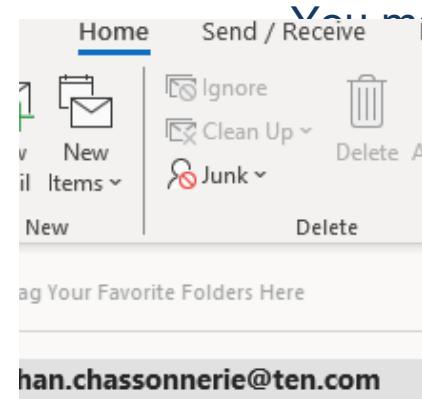
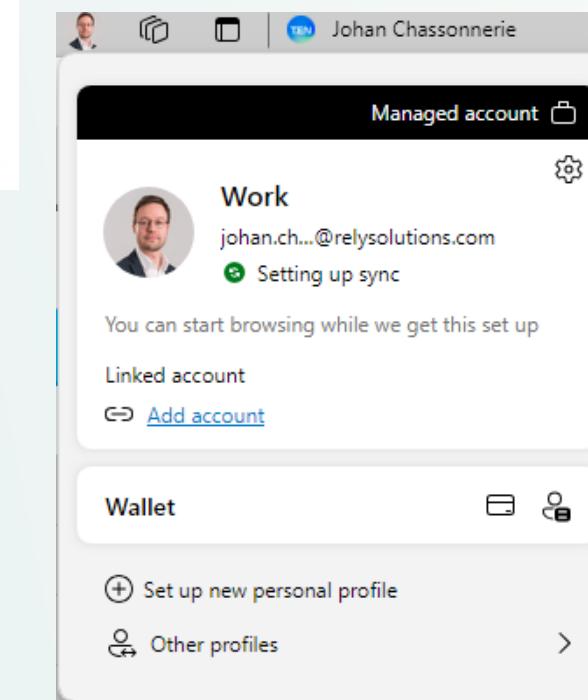
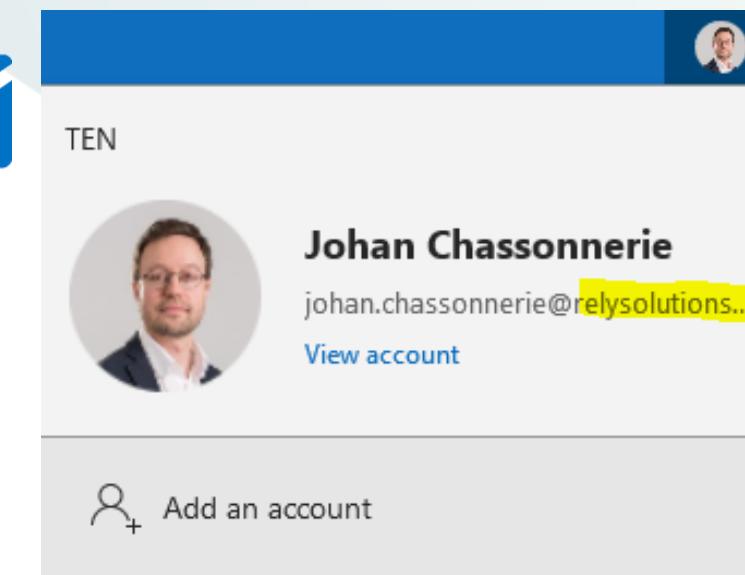
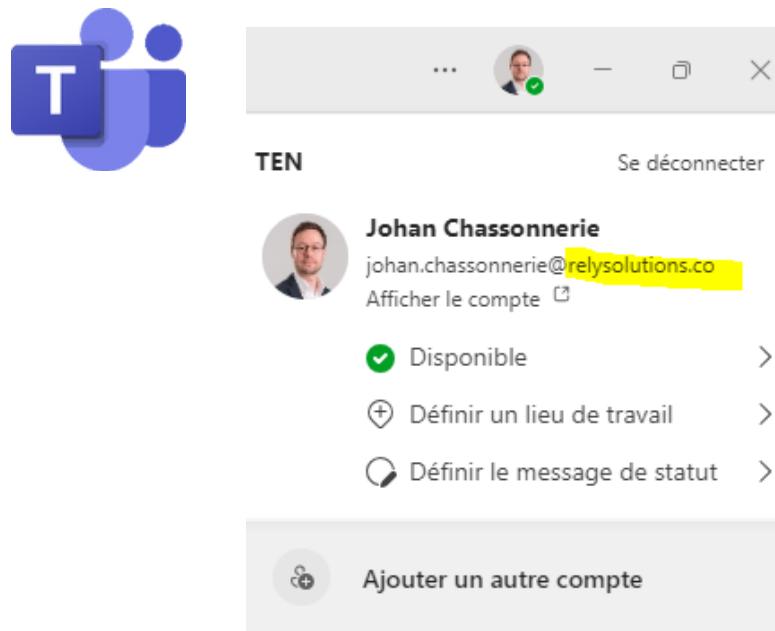
# Reconnect tools

1

## Outlook, Teams and Edge credentials

Update your Outlook, Teams and Edge accounts on your laptop and your mobile device (log out/log in)

In case of issues with mobile devices, you can refer to these articles [for Android](#) & [for iOS](#)



You may still see in Outlook (especially in New outlook) some references to "ten.com". They should disappear after a later sync.  
You could perform the following tests to validate your new setup:

a mail to an external email account to check that the sender is only @relysolutions.com

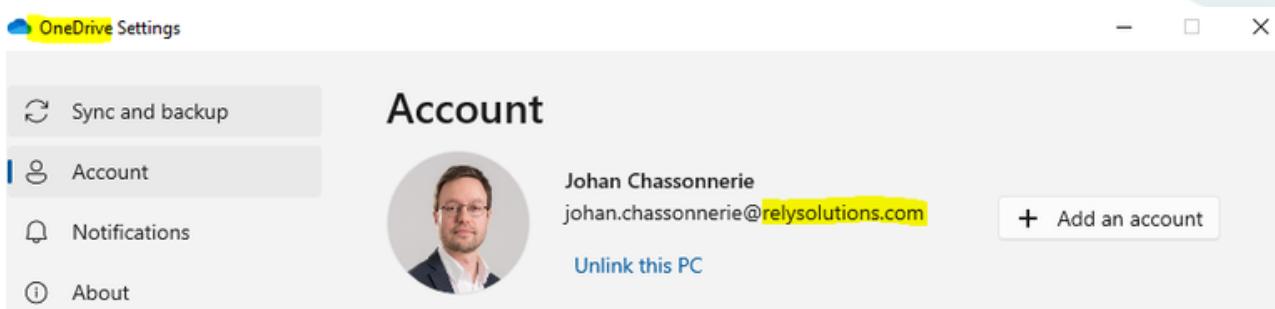
a mail from an external email to your email @ten.com to verify you still receive communications

a mail from an external email to your email @relysolutions.com to verify you receive communications

# Reconnect tools

## 2 OneDrive

Reconfiguration of your OneDrive and access provisioning may be required. Kindly refer to this [KB article](#) for detailed instructions. Additionally, it may be necessary to request access to already shared files and documents; therefore, at the same time, you may receive access requests for files and documents that you have already shared.



## OneNote

Reconfiguration of your OneDrive and access provisioning may be required. Kindly refer to this [KB article](#) for detailed instructions.

Useful contact : Hilali Khaoula

# Reconnect tools

3

## ZScaler VPN

Zscaler will **not** be automatically updated, and a modification should be requested

**Template Ticket/Reference :** INC3314476

**Key Contact :** @IDS-Remote User Access  
Kathirkumar Kanakaraj



# Reconnect tools

4

## SalesForce

For Twist, if you currently have an access, you need to be reconnected.

**Template Ticket/Reference :** INC3321416

**Key Contact :** @IDS-Twist & Sales Applications

Engin Urkmen

5

## XAIT Porter

If the access is not working, please raise an request to XAIT Porter team via Galina Zawadovski

6

## EuHReka

For seconded People that will continue using EUHREKA, please check the website

<https://euhreka.hr.technipenergies.com/> and report any error to RELY IT Manager

7

## iLearn

Please Clear your internet CACHE and try connecting again

**Key Contact :** Alexandra Pees

8

## Ask P&C (for seconded only)

Ask P&C is currently not available for RELY seconded.

Please reach RELY HR Manager for HR Questions.

# Reconnect tools

9

## PeopleConnect

Try accessing ERP modules. If the access is not working, please raise an incident with the below references

**Template Ticket/Reference :** INC3345956

**Key Contact :** @IDS-PPC Application L2

Mayank Sharma

10

## Go TECHNIP

Validator for KDS TRAVEL may need to be reset. In case of error message while booking a travel, please raise an incident with the below references.

**Template Ticket/Reference :** INC3338586

**Key Contact :** @IDS-Travel Applications-FRA

Yamina Gouadjelia

11

## COBAZ

SSO Configuration to be done for each user that need to access COBAZ

**Template Ticket/Reference :** N/A

**Key Contact :** Katell Mallegol

# 02 WiFi and VPN

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# Wi-Fi and VPN

## Wi-Fi at Paris:

At RELY offices, company laptops automatically connect to the RELY via TEN Wi-Fi Network (group\_internal\_wifi) if a network cable is not connected.

Additional Wi-Fi networks may be available at your location:

- **Group\_wifi** provides restricted internet access to personal or company mobile devices using your RELY domain username and password.
- **WelcomeNet** provides internet access to guests and visitors for up to 12 hours at a time.

Out of RELY offices: VPN (Virtual Private Network):

When working remotely outside of the RELY network, a VPN (Virtual Private Network) is automatically activated to connect your RELY PC to the rely network, allowing you to work as if you were in the office (depending on your internet speed). RELY uses the Zscaler App as its VPN software, with the Zscaler Private Access (ZPA) service providing secure access to internal applications and services.

A detailed Knowledge Base (KB) article is available to guide you through the [setup & activation of Zscaler](#).

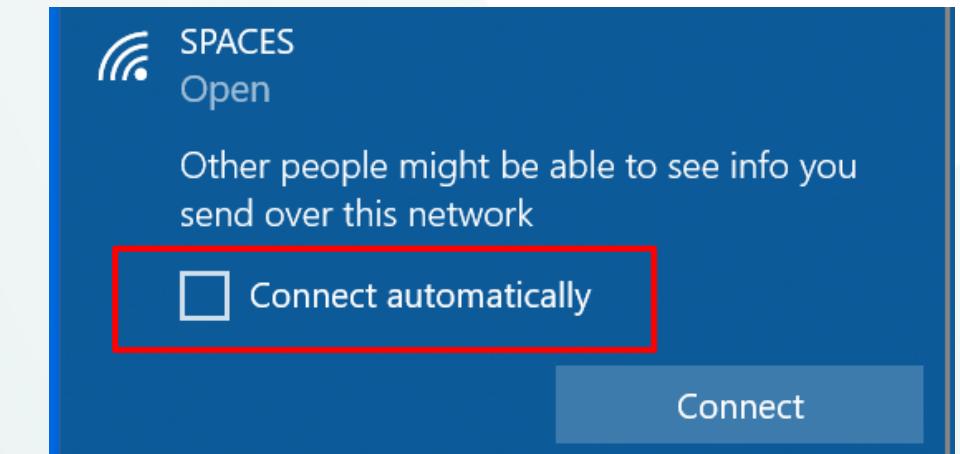
If you experience any issues connecting to Wi-Fi or Zscaler, please visit an IT Kiosk or contact iSolv (Service Desk) for assistance.



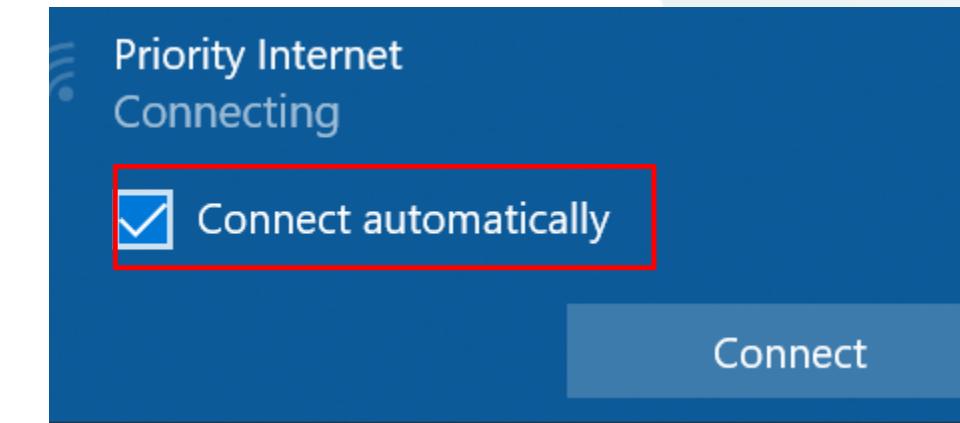
# Wi-Fi and VPN

## Wi-Fi at Brussels:

- 1 Be sure to uncheck "Connect automatically" box for Spaces Network.

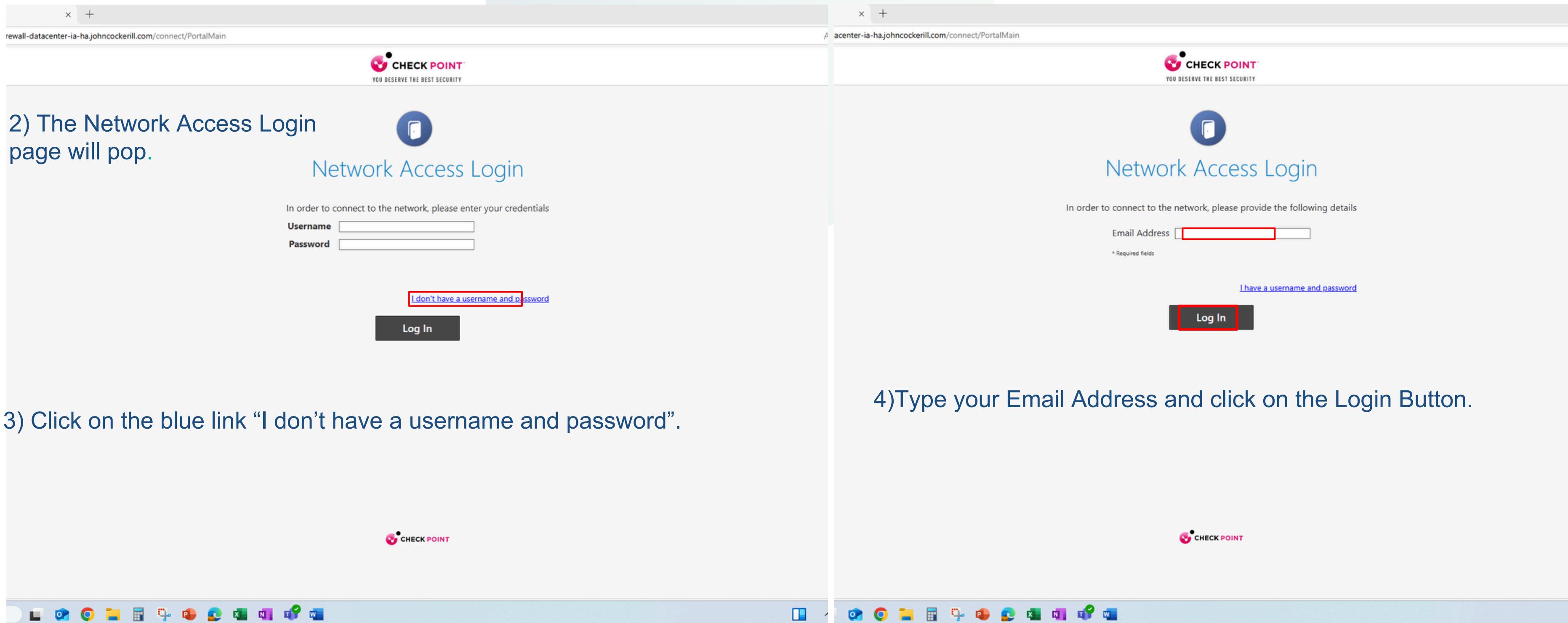


- 2 Please, connect to our private and secure Network "Priority Internet" and check box "Connect automatically"



# Wi-Fi and VPN

## Wi-Fi at Seraing :



2) The Network Access Login page will pop.

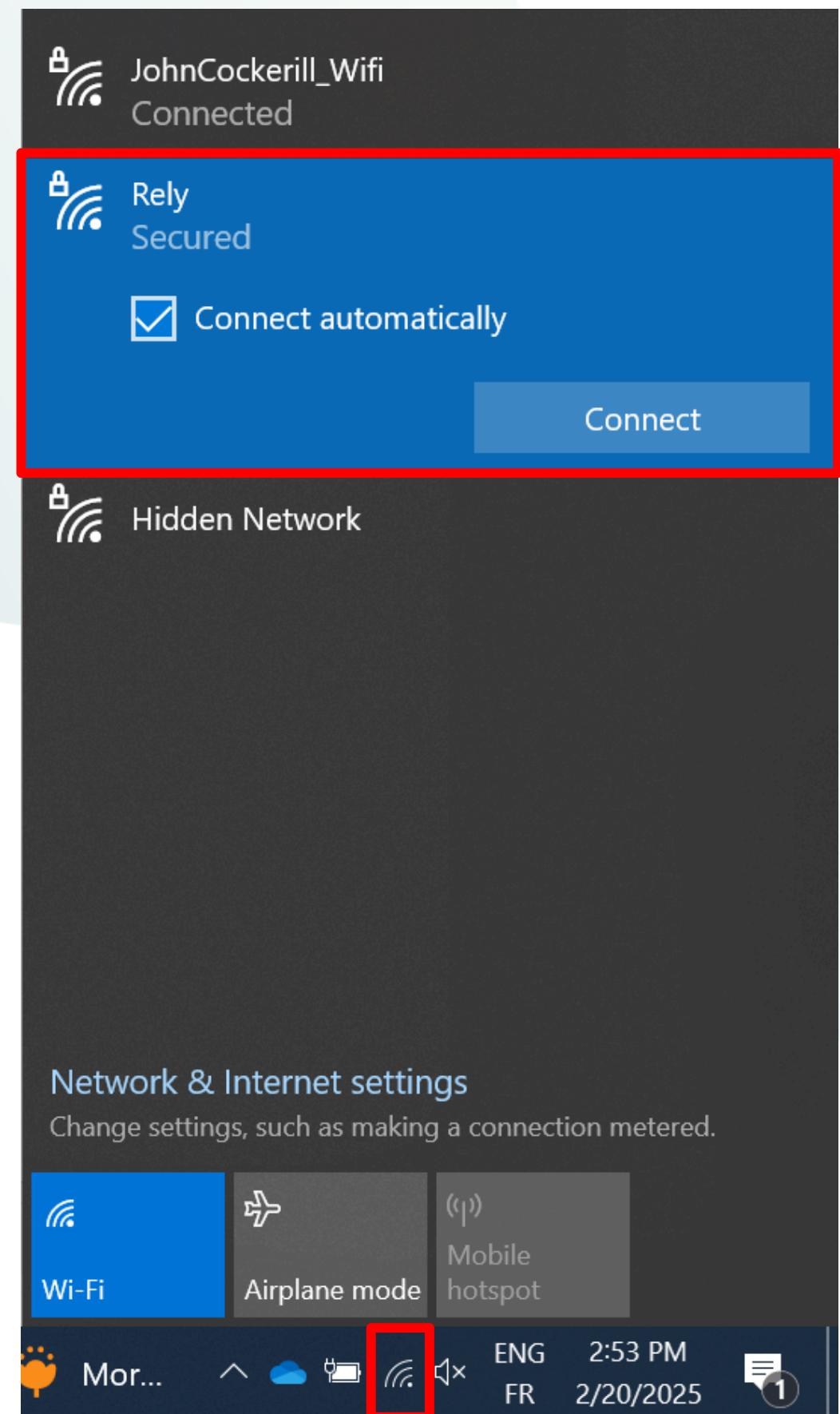
3) Click on the blue link “I don’t have a username and password”.

4) Type your Email Address and click on the Login Button.

# Wi-Fi and VPN

## Wi-Fi at Seraing :

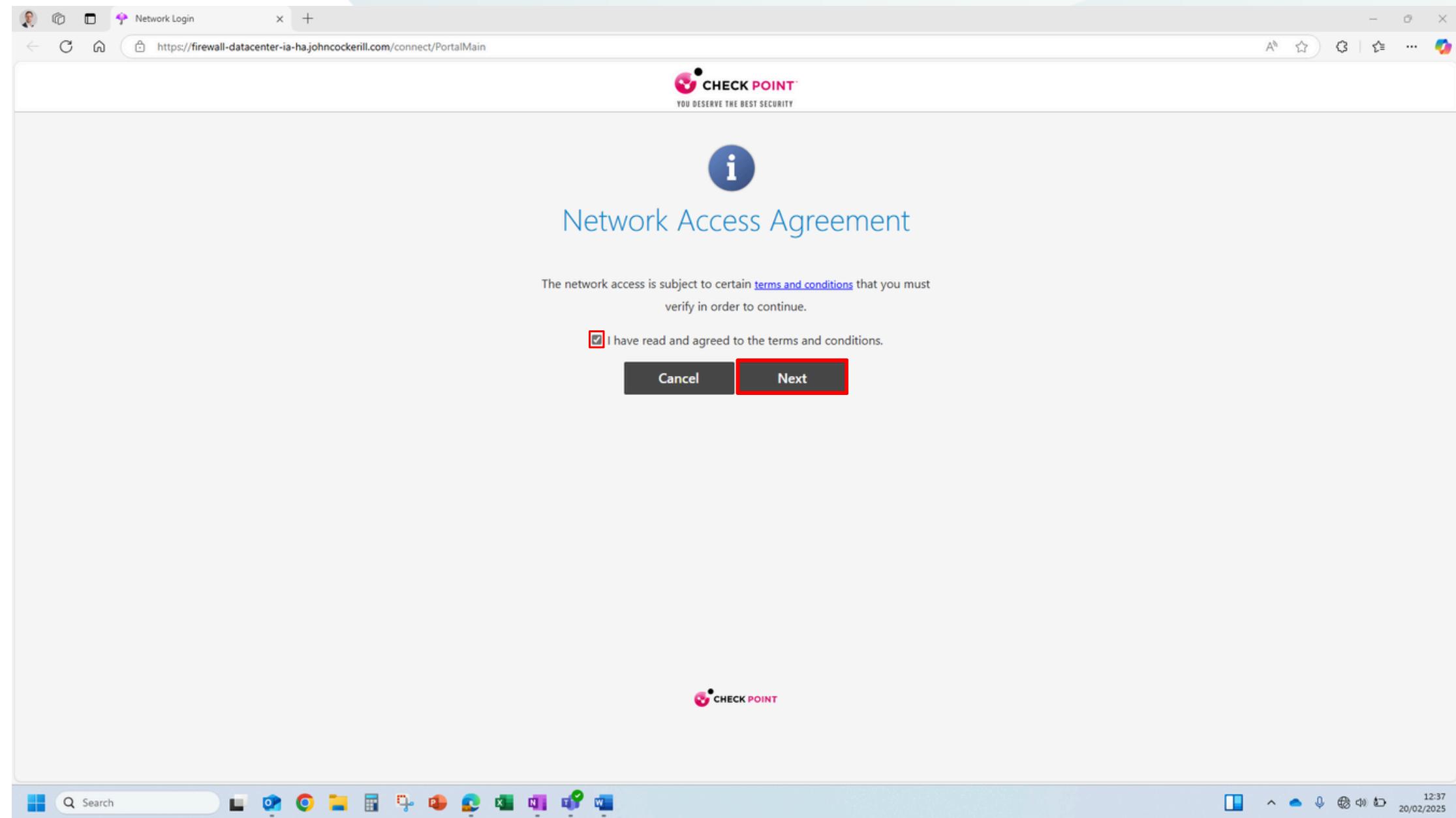
1) Click Wifi logo and connect to **Rely**, don't forget to check de case “**Connect automatically**”



# Wi-Fi and VPN

## Wi-Fi at Seraing :

1) Check de Case and click on the “Next” button, Now you are connected to the Rely Wifi.



# 03 MFA: Multi-Factor Authentication

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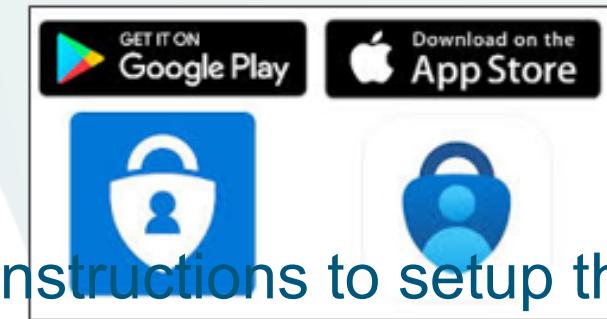
# Multifactor Authentication

## *What is MFA – Multifactor Authentication?*

- **Multifactor authentication (MFA) adds an extra layer of security to your Windows password.**
- RELY offers three options for MFA:
  - Token via Mobile App
  - Push Notification via Mobile App (requires an internet connection) - this is the easiest and preferred method.
  - SMS – a text message sent to your mobile phone.

Follow these steps to enable MFA on your mobile phone:

You can download the Microsoft Authenticator App from the Apple Store or the Google Play Store to set up multifactor authenticator (MFA) on your device.



Follow the on-screen instructions to setup the MFA.



# 04 Applications

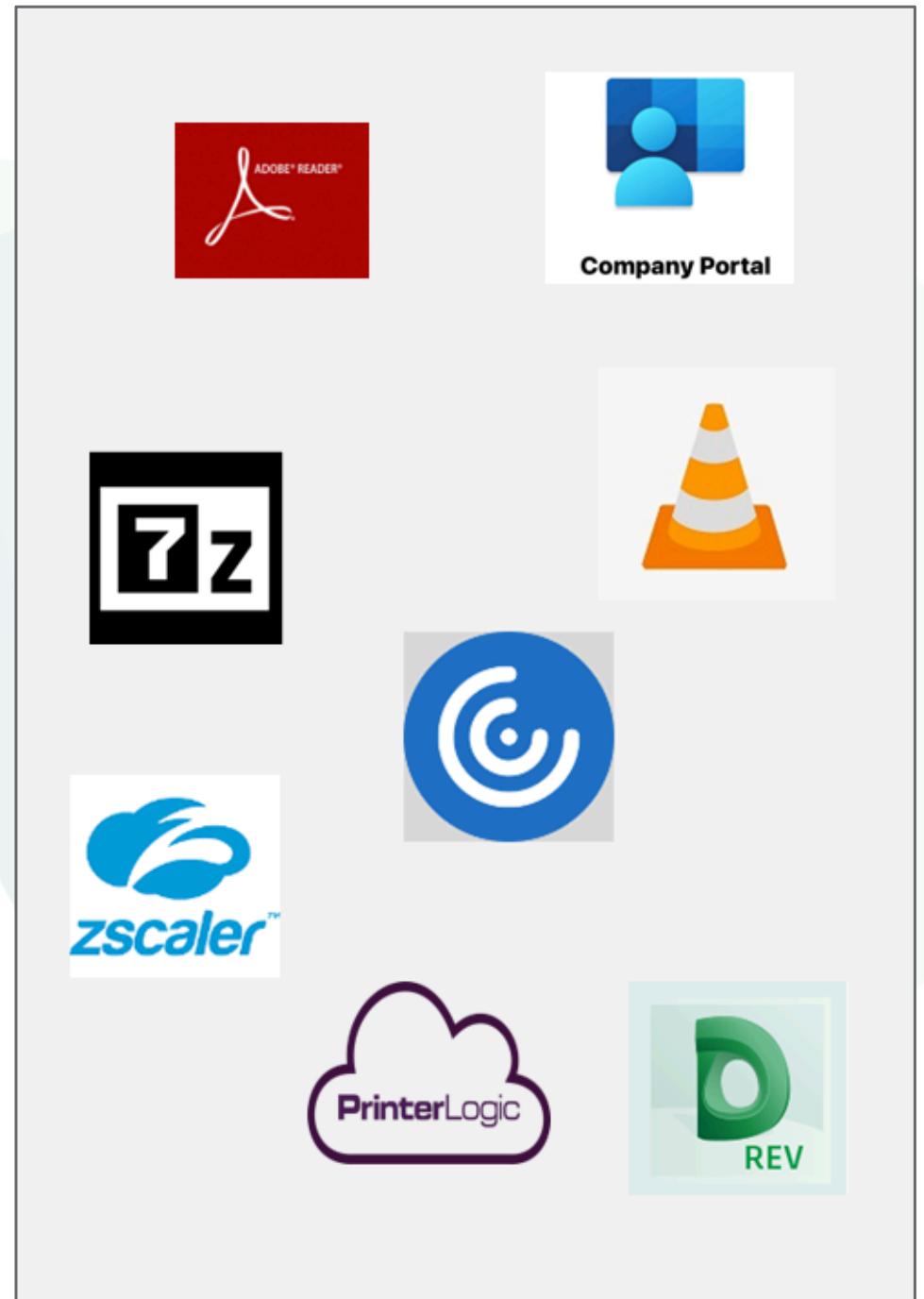
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# Standard Applications

The following applications are installed by default on every RELY device:

- Zscaler App - provides access to the RELY network from any internet connection
- Citrix Receiver
- Microsoft 365 Apps
- Adobe Acrobat Reader
- Multi-function printers
- Company Portal
- VLC (multi format video player)
- 7-Zip
- Autodesk design review





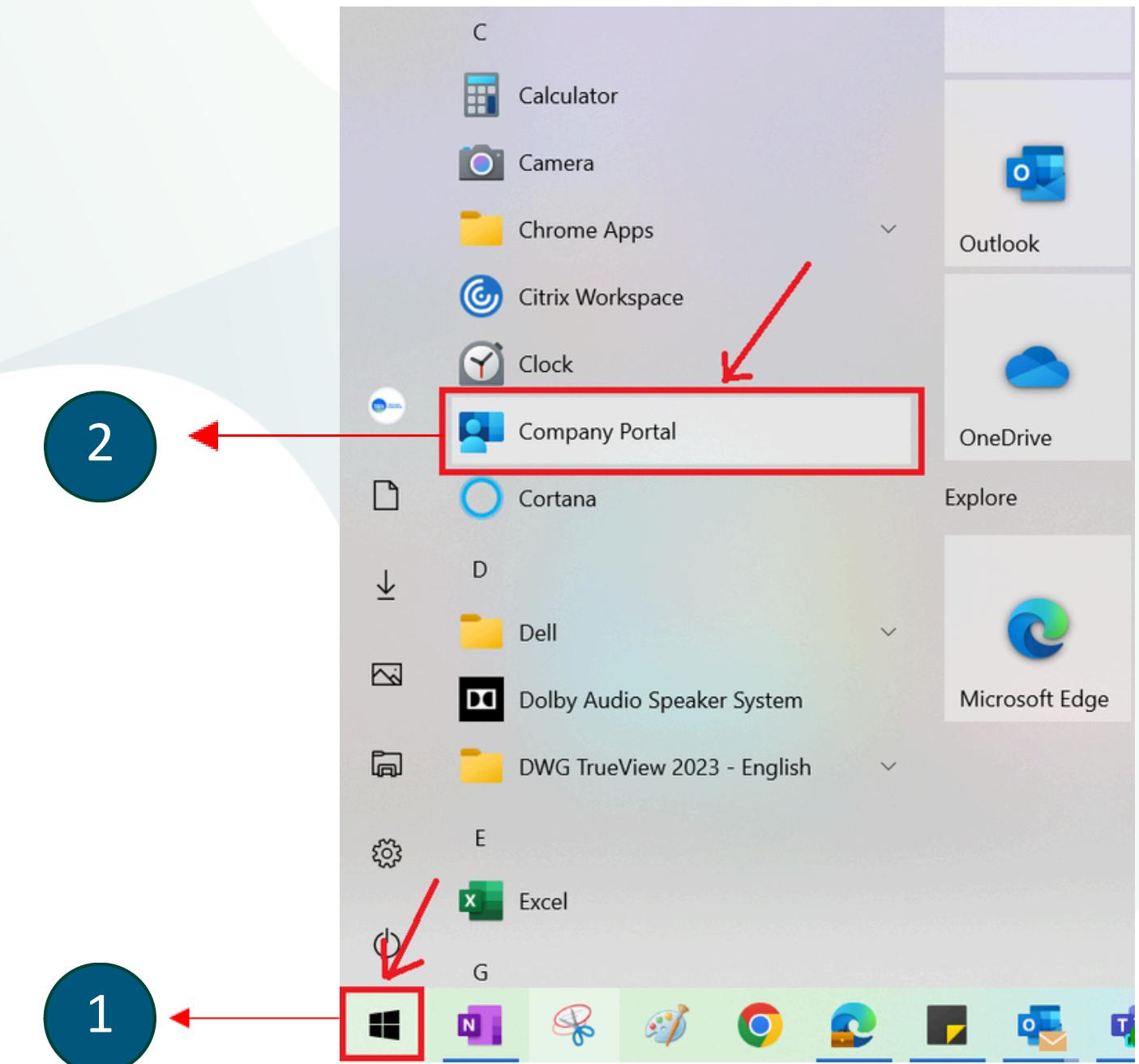
# How to get additional software applications?

Access to **Company Portal**, a tool to obtain additional software applications.

1 Click on the Windows button on the toolbar.

2 Click on the Company Portal icon in « Standard application » box.

**Reference KB article:**  
[KB0011354: Install and uninstall apps on Windows devices using the Company Portal](#)



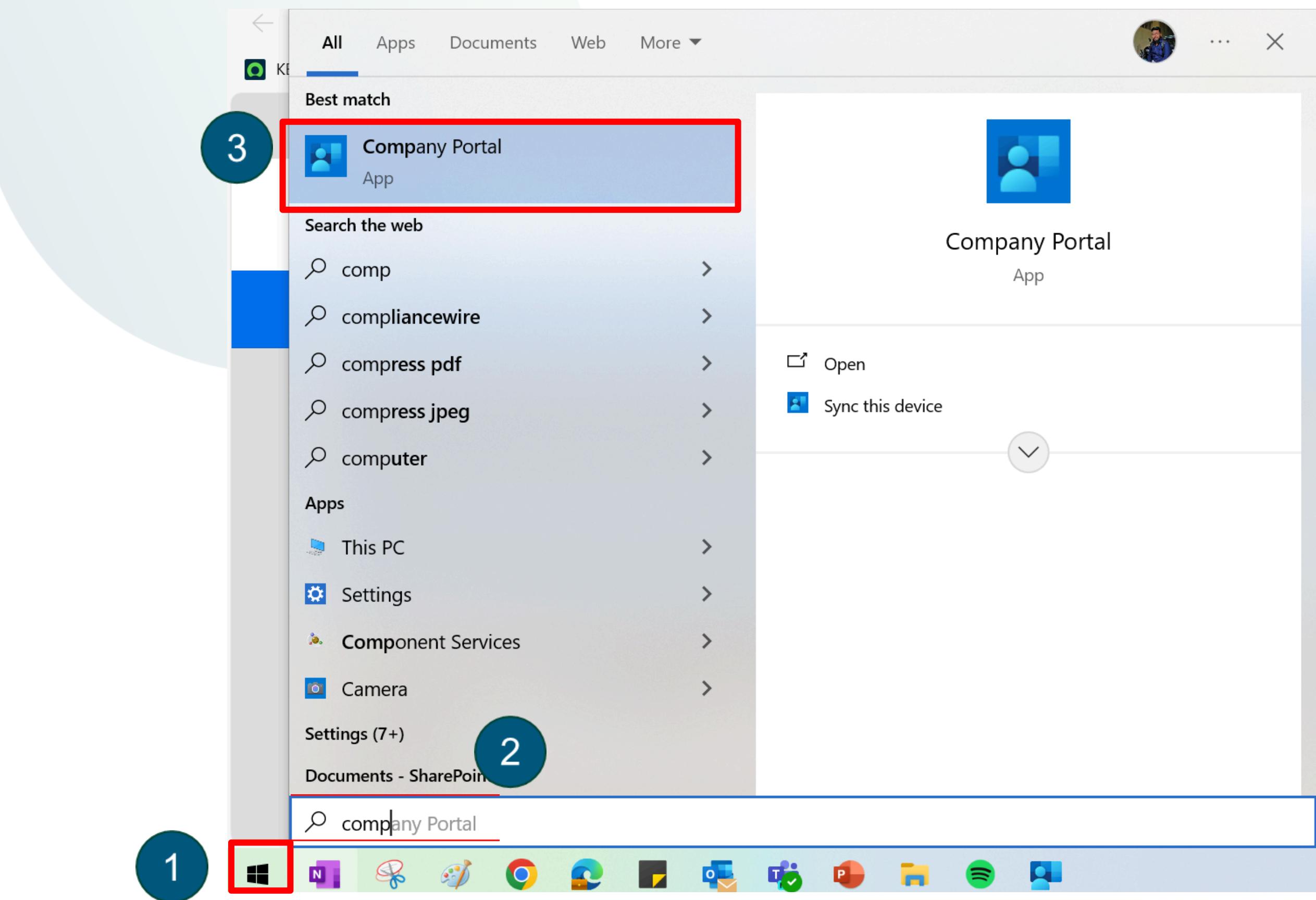


# If the icon doesn't appear in the standard application box..

1 Click on the search bar.

2 Type « Company Portal ».

3 Click on « Company Portal » app.





# Company Portal

The Company Portal is RELY's application catalog for requested software.

The screenshot shows the Company Portal homepage. On the left is a sidebar with the following menu items:

- Home
- Apps** (highlighted with a red border)
- App categories
- Downloads & updates
- Devices
- Help & support

The main content area is titled "Apps" and shows a grid of application icons. The visible icons are:

- .NET Framework 4.7.1 Microsoft
- .NET Framework 4.7.2 Microsoft
- .NET Framework 4.8 Microsoft

From the 'Apps' section, you can download applications that do not require approval.



# Company Portal Home Page

Application search bar



Company Portal



Search for apps



Available updates



Home

Apps

App categories

Downloads & updates

Devices

Help & support

My profile

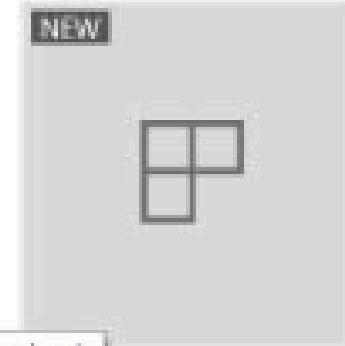
Settings

Featured apps [Show all](#)



Firefox ESR  
(64bit)  
Mozilla

Recently published apps [Show all](#)





# Company Portal – Request Software

If the required software package is not available in the predefined list of applications, you can install it by raising a request from “Request Software”

1. Open Company Portal > Click on App Categories (or) Apps > Under Group Software you can find “Request Software”

2. Download and Install it

3. You can request for software once the app is installed and shortcut is available in Computer.

The screenshot shows two views of the Company Portal's app catalog. The top view is a 'Search for apps' screen with a sidebar containing links like Home, Apps, App categories, Downloads & updates, Devices, and Help & support. The 'App categories' link is highlighted with a red box. The bottom view is a detailed 'Apps' list where the 'Group Software' category is selected (indicated by a red box). A specific app titled 'Request Software Install' is highlighted with a red box. To the right of the app list is a sidebar titled 'Refine' with various categories: Business, Collaboration & Social, Computer Management, Core Apps, Development & Design, EMIA Apps, Global Apps, and Group Software (which is also highlighted with a red box). A red arrow points from the text 'Under Group Software' to the 'Group Software' link in the sidebar. Another red arrow points from the text 'Click on App Categories' to the 'App categories' link in the sidebar.

# 05

## How to work with a Mobile

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# Mobile Enrollment

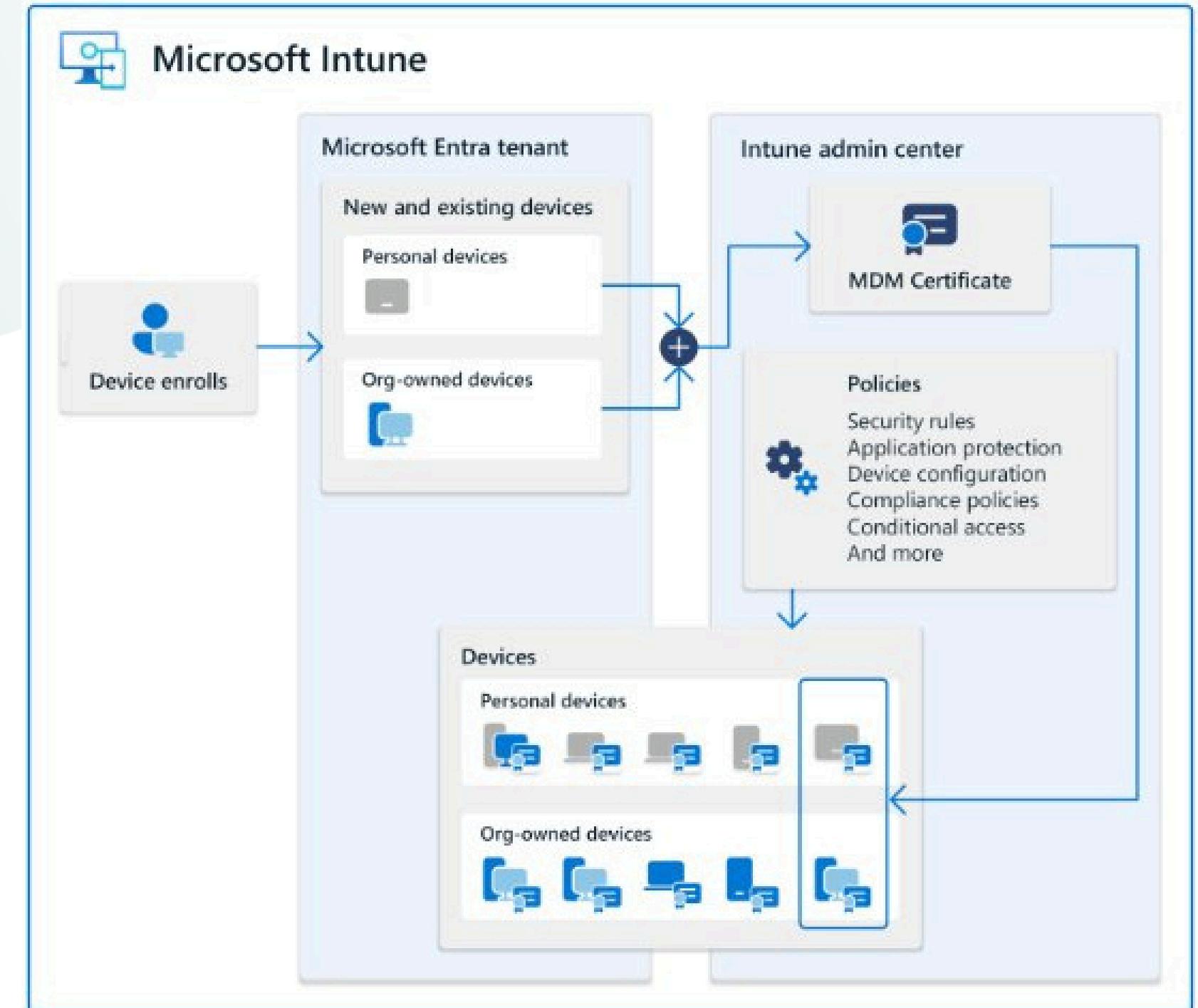
Office 365 enables collaboration on smartphones by allowing you to install tools such as Outlook, Teams, and Microsoft 365 Office.

To get started, download the Intune Company Portal application from the Play Store (for Android) or the App Store (for iOS) and log in using your RELY via TEN user account.

For further instructions, please refer to article [KB0010423](#).

Technip Energies secures Microsoft mobile apps that access company data on iOS, iPadOS, and Android devices using App Protection Policies. These policies require devices to meet minimum update levels before accessing company data.

To learn about the minimum requirements for using the Company Portal on your mobile device, please refer to article [KB0003150](#).



# 06 How to solve IDS issues



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# How to solve IDS issues or make a request

For any IDS issues or requests there are 4 options

1

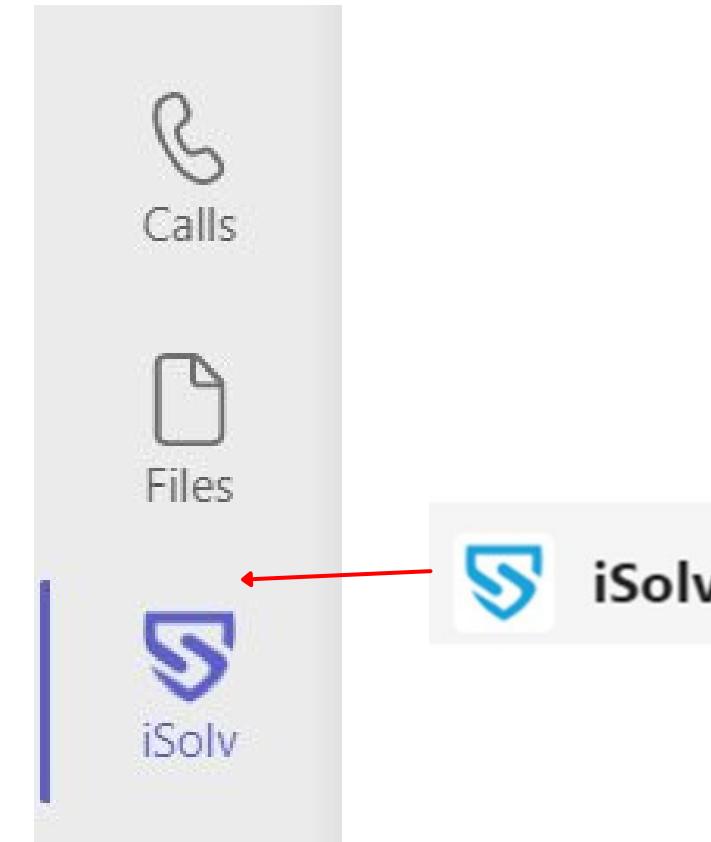
Web portal  
iSolv  
Desktop



[Service Portal -](#)  
[DigiHub - \(service-](#)  
[now.com\)](#)

2

Chat  
iSolv  
MS Teams  
plug-in



3

Contact Tino Franic on  
Teams or at  
[tino.franic@ten.com](mailto:tino.franic@ten.com)

4

Phone call  
[link](#)



# 1. Issue: how open ticket with iSolv web portal

## Create an incident with iSolv

**What is an incident?** An incident is a single unplanned event that causes a service disruption.

1

**Click** on the link to access the iSolv platform : [Service Portal – TEN](#)

2

**Click** on « Raise an Incident » to create an incident.

3

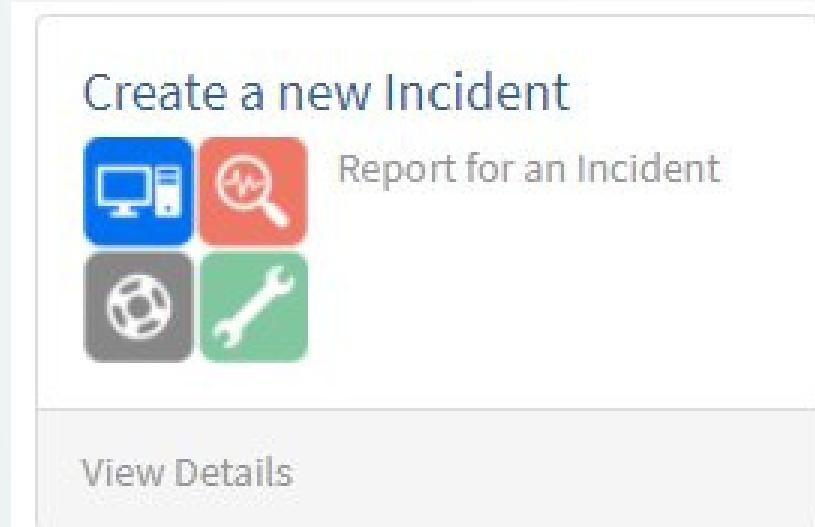
**Complete** the incident form.

4

**Click** at the end of the page on the « Submit » button.

5

You can track your incident on Isolv Portal.





# If you have an IT request

## Create an request with iSolv

**What is a Request?** A service request is raised when the user needs something new or replaced (e.g. access to shared folder, need for a new software, ...)

1

**Click** on the link to access the iSolv platform : [Service Portal – TEN](#)

2

**Click** on « Raise a request » to create a ticket. Select the right request catalog to raise the request. Only that will open the correct form.(\*)

3

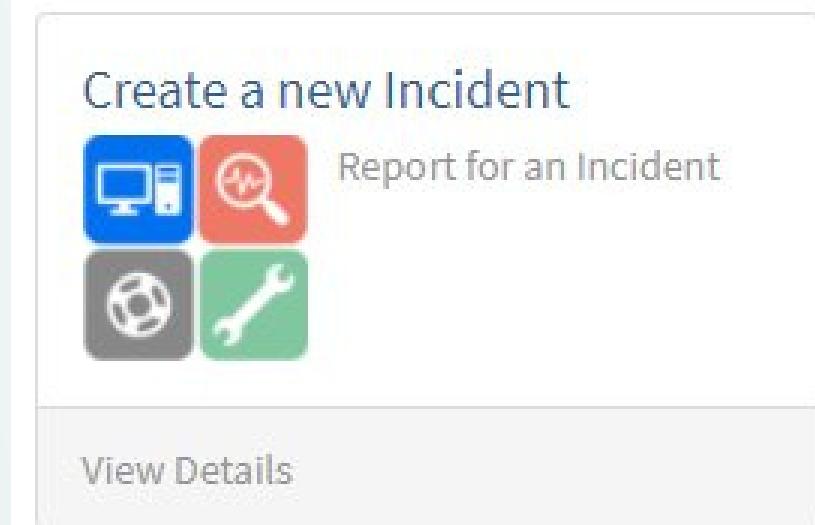
**Complete** the form.

4

**Click** at the end of the page on the « Submit » button.

5

You can track your request on Isolv Portal.



**Remark:** To find the right request you can use the search feature. If you can't find it, you have to [Create a Non-Standard Service Request](#)



# IDS KIOSK

## How to visit the IT kiosk

The IT Kiosk is available in select locations. You can choose your location by following this link: [https://technip.service-now.com/sp\\_technipenergies?id=walkup\\_online\\_checkin](https://technip.service-now.com/sp_technipenergies?id=walkup_online_checkin)

You have two options for visiting the IT Kiosk:

- a walk-in: You can visit at any time, but you must have an iSolv ticket. This option is preferred for a quick resolution of your issue and reduced wait time.
- Or**
- an appointment: You can book an appointment using this [link](#), and a ticket will be automatically created after you register.



# 07 How to set Outlook Signature

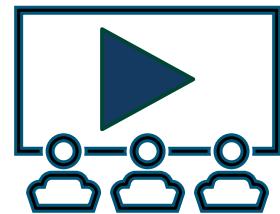
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# Add an Outlook Signature

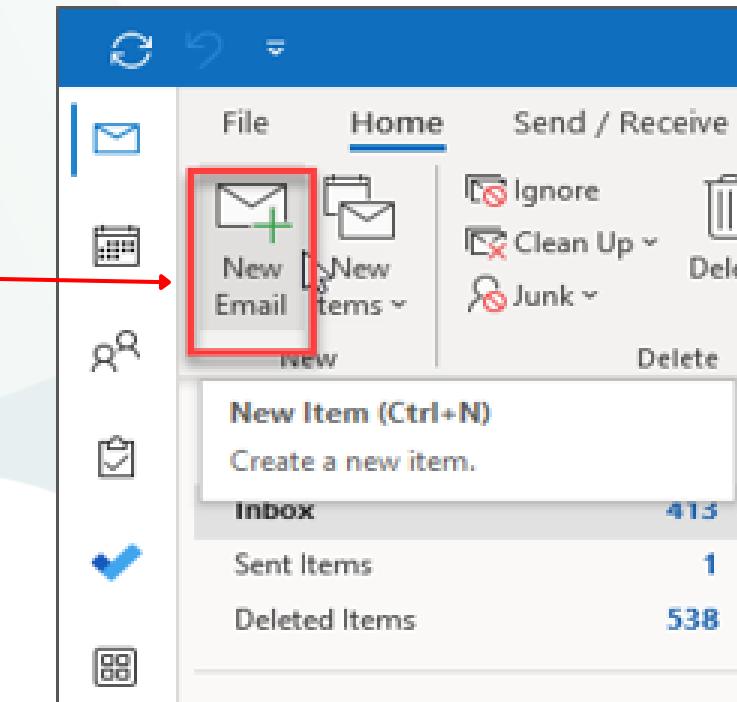
RELY has created predefined signature templates to standardize the usage of signatures and clearly specify the domain and team to which you belong.

- 1 Click on **New Email** in Outlook
- 2 Click **insert, Signature**.
- 3 Select any one of the templates

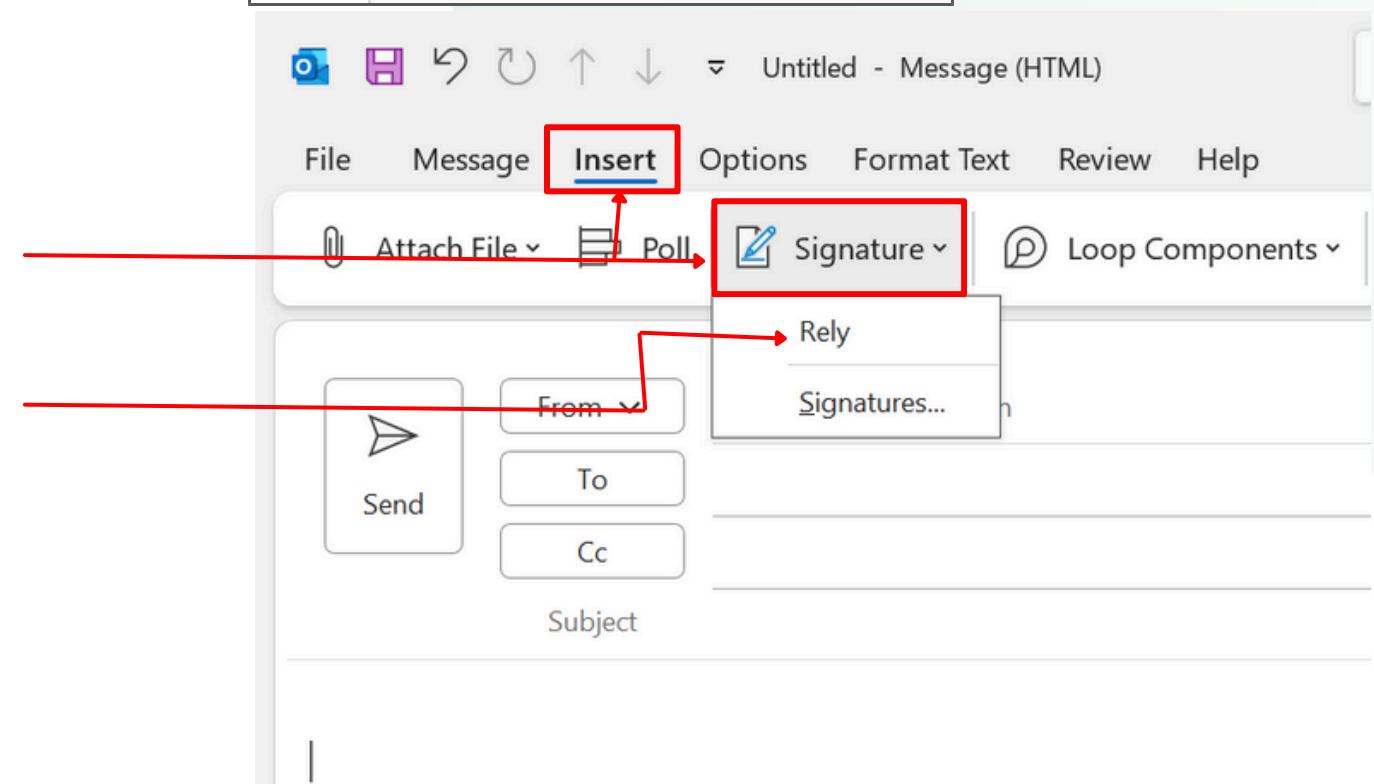


Find detailed instructions [here](#) .

1



2  
3





# Add an Outlook Signature

4

Complete your **signature** as per your details.

5

Test your signature in an e-mail.



<Firstname Surname>

<Insert Title> | <Insert Organization or business unit>

[firstname-secondname@relysolutions.com](mailto:firstname-secondname@relysolutions.com)

T +33 (1) 00 00 00 00 | M +33 (1) 00 00 00 00

**rely**

Rely. Address first part | Address second part | Address third part  
[relysolutions.com](http://relysolutions.com)

# 08 One-Drive Setup

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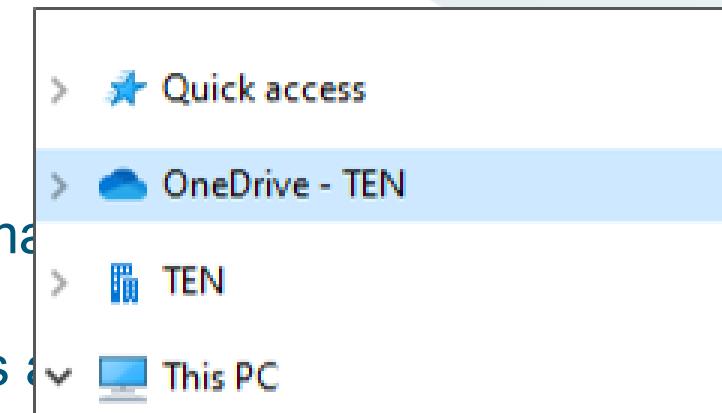


# OneDrive Info & Setup

All users are encouraged to use OneDrive for storing and sharing files.

OneDrive is an online cloud storage service provided by Microsoft for hosting and sharing files. It offers a private storage space for users to store their documents.

You can access your OneDrive-TEN storage directly from your File Explorer and store your documents there.



Files stored in OneDrive-TEN are automatically backed up to Microsoft Cloud as a background task, ensuring that your data is always safe and secure.

By default, documents and desktop files are stored in the OneDrive - TEN folder.

Microsoft Cloud as a background task, ensuring that your data is always safe and secure.

ive.

For further information on One-Drive, kindly refer [here](#).

# 08 Server Setup Rely (:X)

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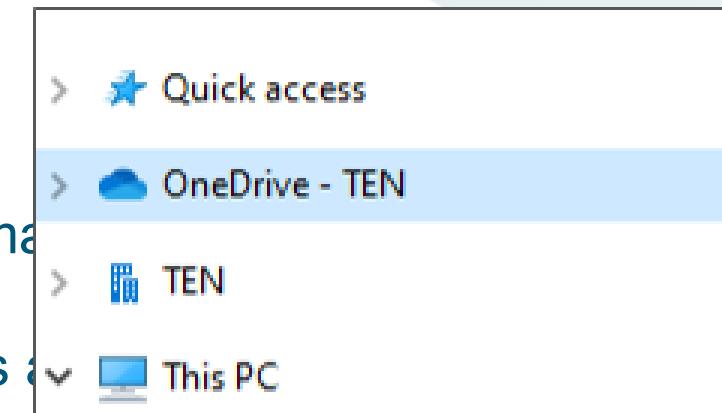


# OneDrive Info & Setup

All users are encouraged to use OneDrive for storing and sharing files.

OneDrive is an online cloud storage service provided by Microsoft for hosting and sharing files. It offers a private storage space for users to store their documents.

You can access your OneDrive-TEN storage directly from your File Explorer and store your documents there.



Files stored in OneDrive-TEN are automatically backed up to Microsoft Cloud as a background task, ensuring that your data is always safe and secure.

By default, documents and desktop files are stored in the OneDrive - TEN folder.

Microsoft Cloud as a background task, ensuring that your data is always safe and secure.

ive.

For further information on One-Drive, kindly refer [here](#).

# 09 Cyber Security – Report Phishing Emails

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# Cyber Security – Report Phishing Emails

Cybersecurity is the practice of protecting systems, networks, and programs from digital attacks. These cyberattacks are usually aimed at accessing, changing, or destroying sensitive information; interrupting normal business processes.

Refer our Intranet page related to Cyber Security in this link: [IDS - Cyber Security](#)

To stay safe, it is important to remain vigilant and follow best practices for security. Here are some tips to help you stay alert for phishing emails:

1. Check the sender's email address and look out for suspicious unexpected emails.
2. Be cautious of urgent or threatening language in emails, as well as emails that request sensitive information.
3. Avoid clicking on links or downloading attachments from unknown or suspicious sources.
4. Verify the authenticity of any email that seems suspicious by contacting the sender directly.
5. Report any suspicious activity to our iSolv or security team immediately.

The screenshot shows a Microsoft Outlook window with a redacted email message. The message is from 'Scanned from a Xerox' and is a PDF attachment from 'Xerox Printer <xeroxprinter@tan.com>' to 'Kamal Raj A'. A yellow warning bar at the top of the message area states: 'CAUTION: This email originated from outside the organization. T.EN's email filtering system did not identify this email as malicious however please do not click links, images or open attachments unless you recognize the sender and validate the links appear valid.' Below the message, the text reads: 'Hi,  
You have received a document from a Xerox Scanner.  
It was scanned and sent to you using a Xerox WorkCentre on Office 365 Portal.'  
At the bottom, it says: 'Number of Images: 1  
Attachment File Type: PDF'  
In the top right corner, there is a 'Report Message' button with a red arrow pointing to it. A dropdown menu is open, with 'Phishing' highlighted in red. Other options in the menu include 'Junk', 'Not Junk', 'Options...', and 'Help'. A red arrow also points upwards towards the 'Phishing' option in the dropdown.

# 10

## Install and Use Printers

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# Install Printer in Paris



# Install Printer Queues

To be able to print physical copies of documents, images or other material depending on the nature of your job, printing access is available with T.EN offices.

To setup printers in your specific, refer the KB: [\*\*How To : Map Office printers connected to Network\*\*](#)

For some of the locations the steps have been detailed in the upcoming slides.



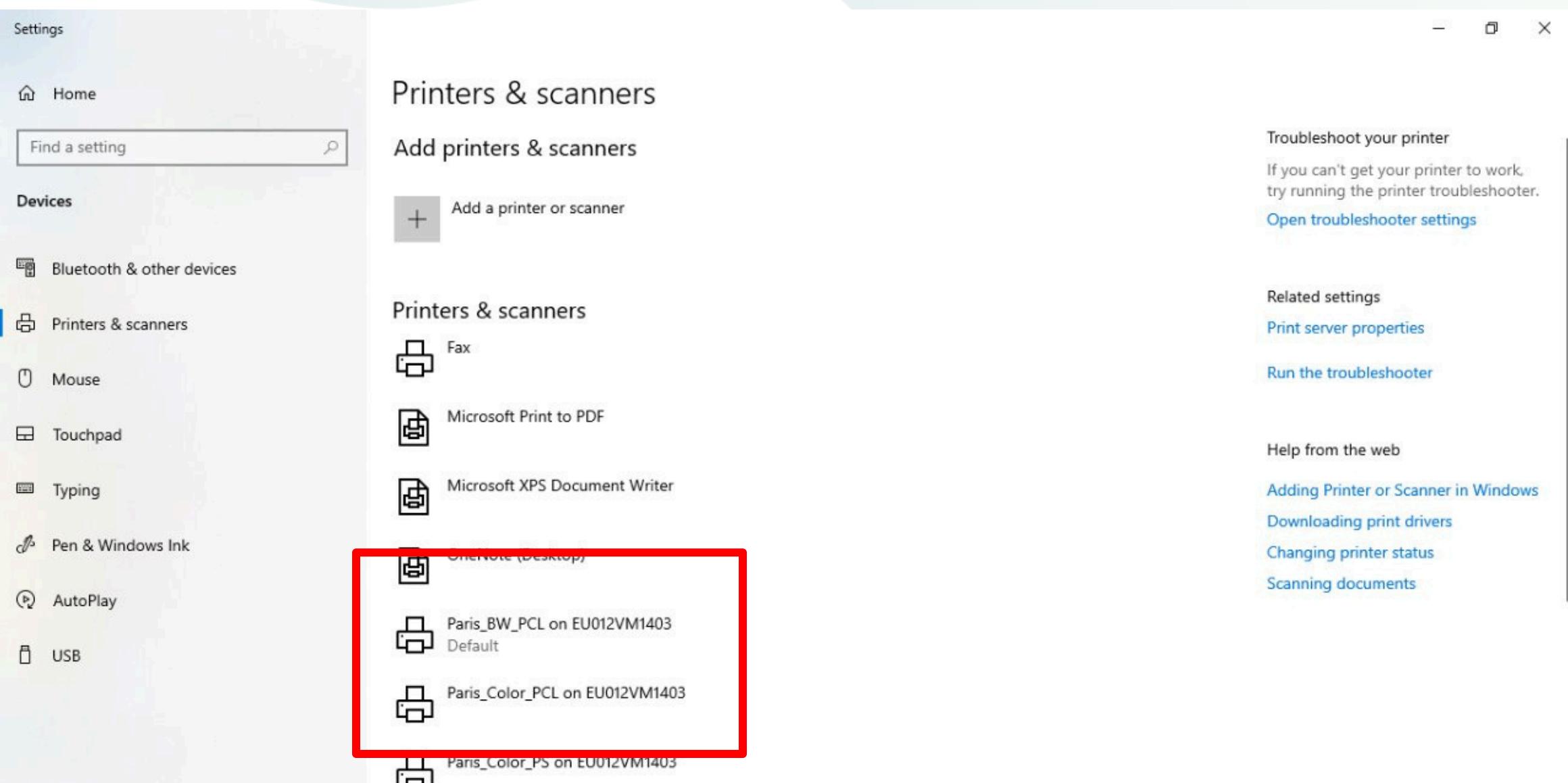
# Install Print Queues

1

Insert <\\EU012VM1403> from File Explorer

2

Double-click each icon to install the printers.





# Print at Paris

## Using the printer for the first time

- 1 Badge in the place provided for this purpose from the printer.



- 2 Enter your identifiers (usernames + password).



### Once the first authentication has been completed...

- 1 Badge in the place provided for this purpose from the printer.



- 2 Select “Workplace suite”.



- 3 Select your document to print.



# Scanning at Paris



Print from  
the PC.

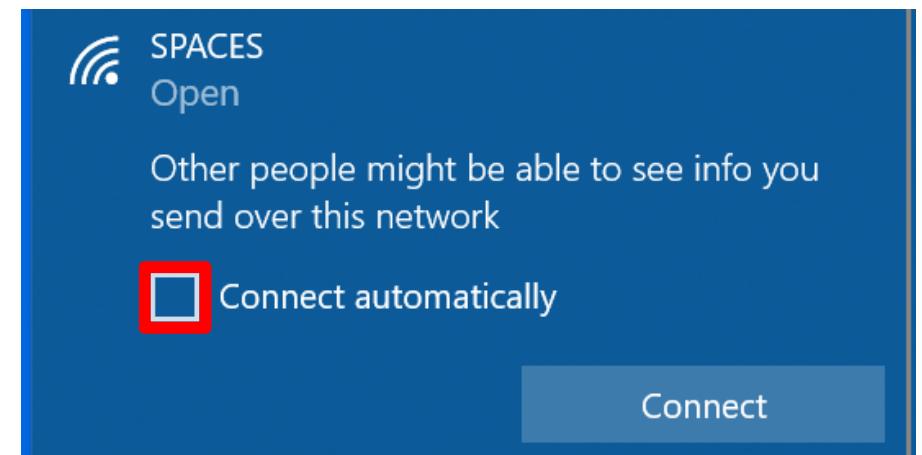
Print a document  
from the printer.

Scan a document  
to send it by  
email.

# Install Printer in Bassel & Liège

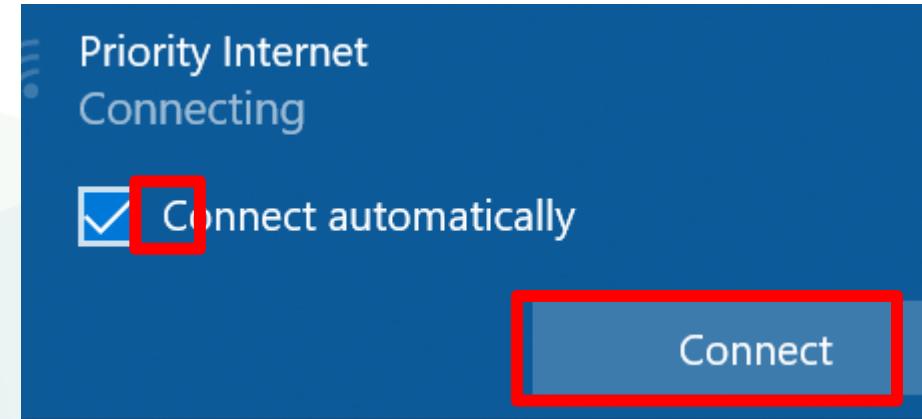
1) please make sure the case bellow is unchecked.

1



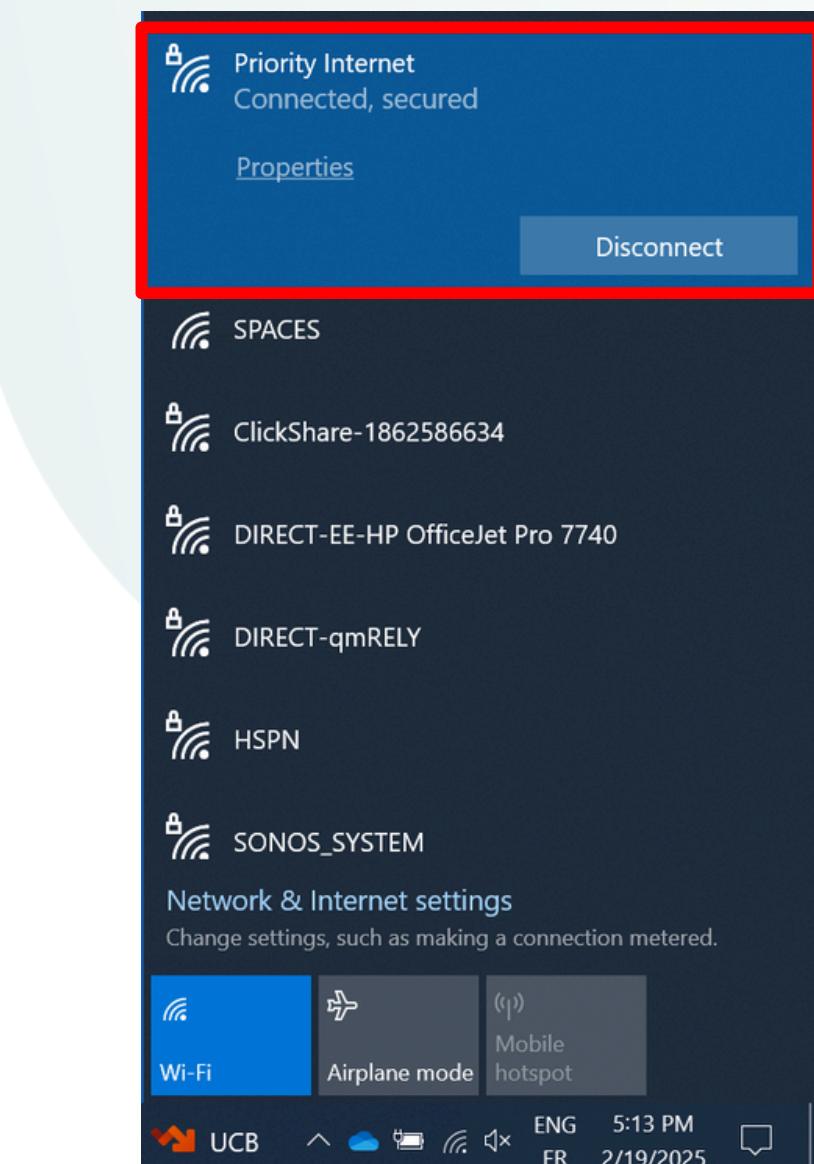
2) Check the Priority Internet case and Connect.

2

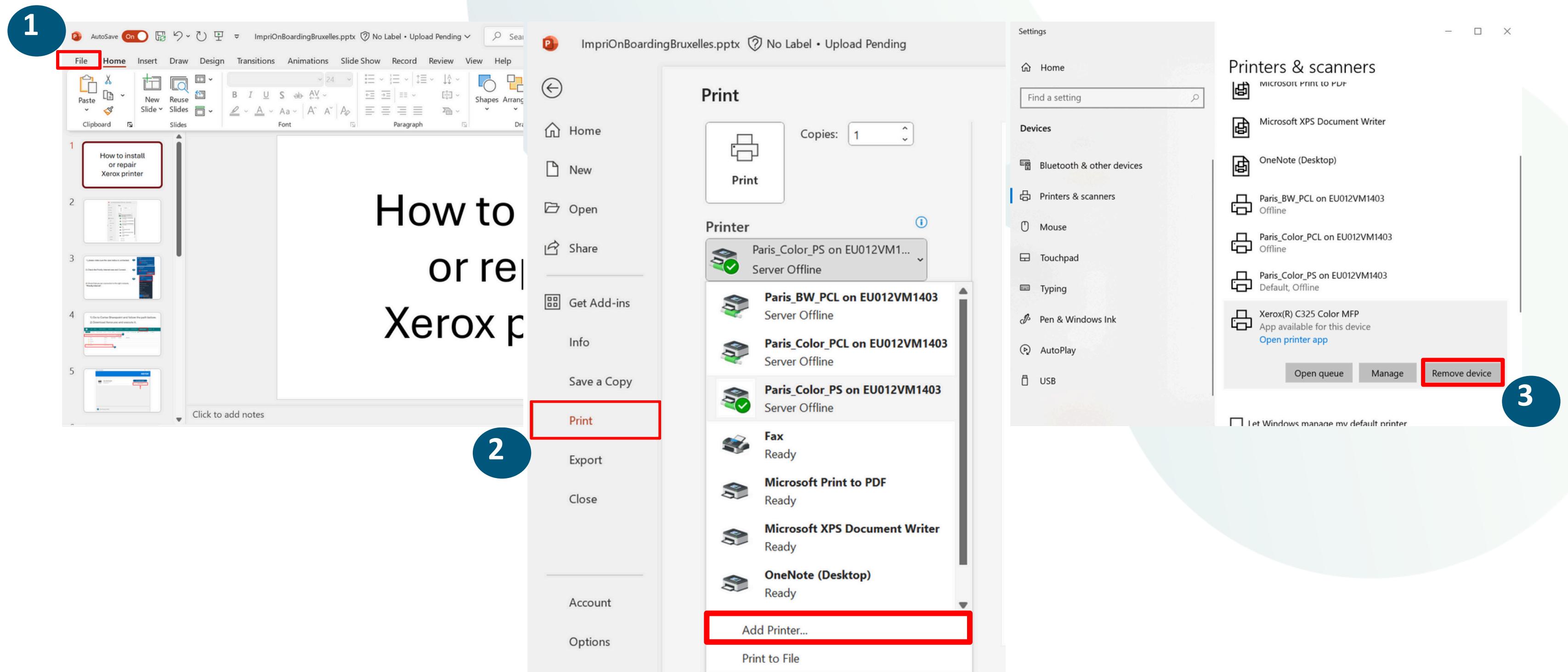


3) Check that you are connected to the right network, "Priority Internet".

3



1) If you have already download Xerox and the printer didn't work, follow the step here, if not go to the next slides.



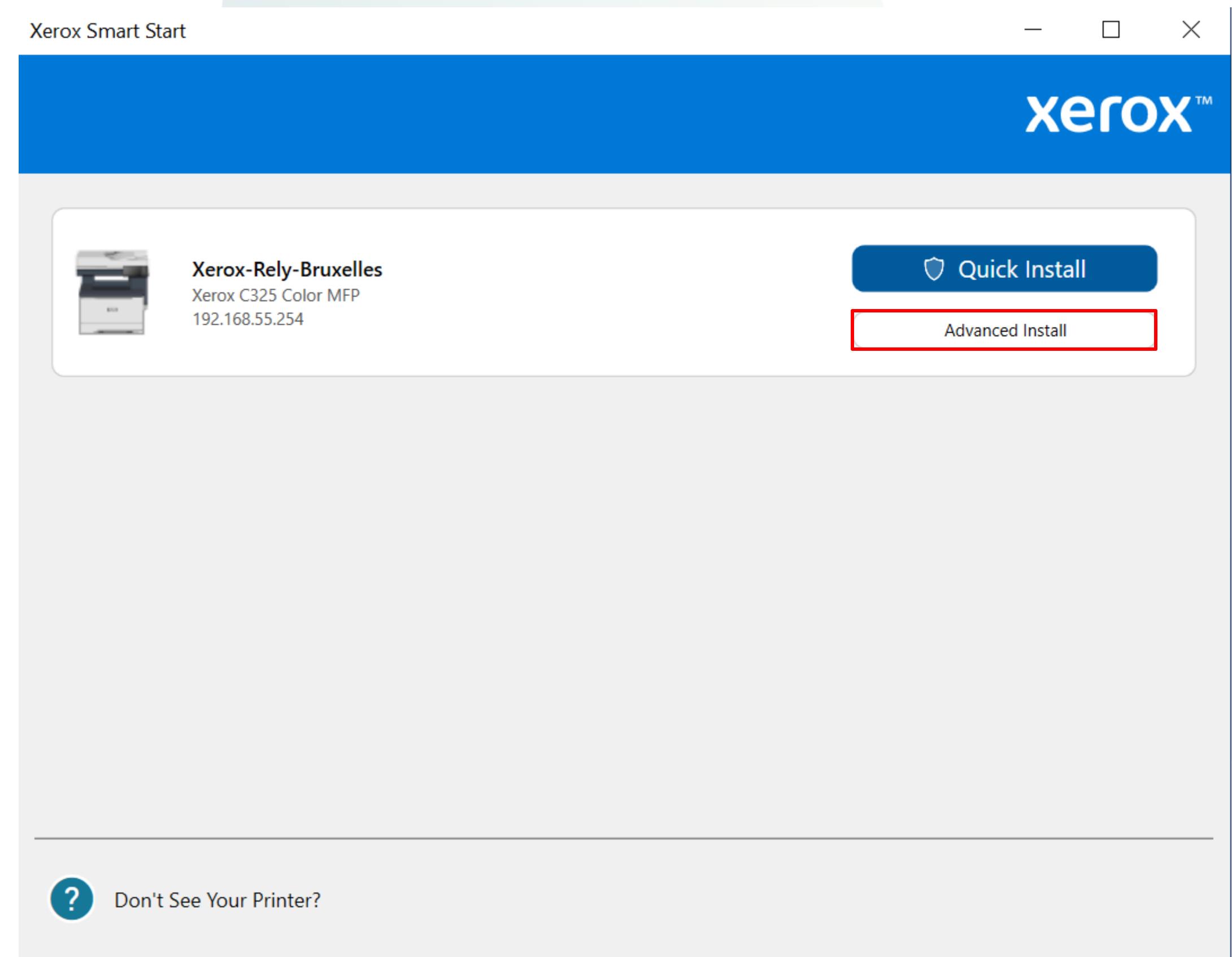
2) Go to Cortex Sharepoint and follow the path bellow.

3) Download Xerox.exe and execute it.

The screenshot shows a SharePoint interface with a green header bar. The header includes a logo on the left, followed by navigation links: HOME, GENERAL, STEERING & STRATEGY, INNOVATION, BUSINESS DEVELOPMENT, OPERATION, PLANT OPERATIONS, and SUPPORT ACTIVITIES. The SUPPORT ACTIVITIES link is highlighted with a red box and a blue numbered circle '1' above it. Below the header is a toolbar with various actions: New, Upload, Edit in grid view, Share, Copy link, Sync, Add shortcut to OneDrive, Download, Create an alert, Export to Excel, Automate, Integrate, etc. The main content area shows a breadcrumb trail: SUPPORT ACTIVITIES > PS-MANAGE FACILITIES & IT NEED > 3.1 Procedures > 3. Hardware. A red box surrounds this breadcrumb trail, and a blue numbered circle '1' is placed above it. Below the breadcrumb is a table with columns: Name, Modified, Sign-off status, Sensitivity, and Add column. The table lists several items: Archives (January 9), BRUXELLES (January 9), LIEGE (January 9), and Xerox.exe (December 3, 2024). The Xerox.exe item is highlighted with a red box and a blue numbered circle '2' below it.

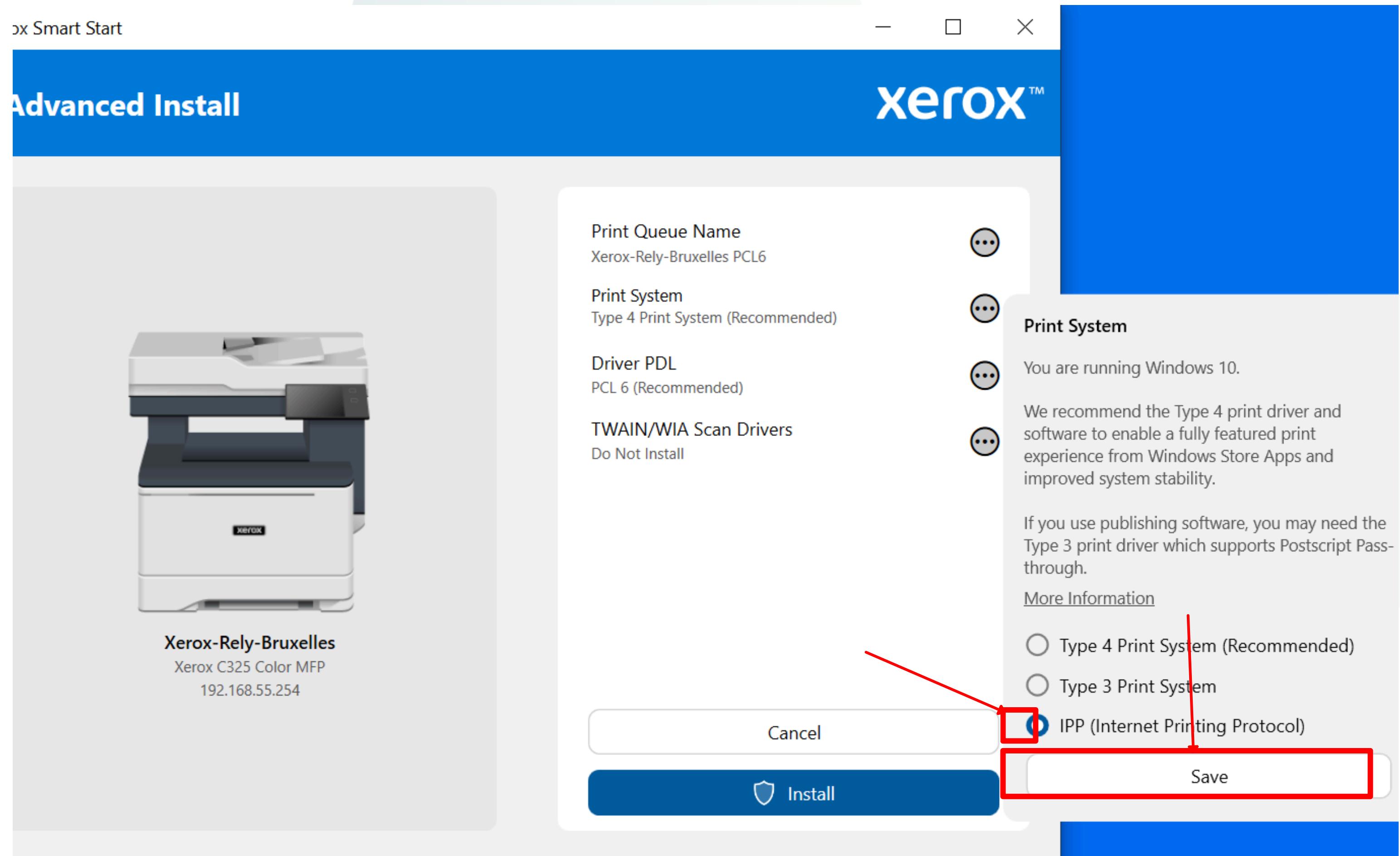
Name	Modified	Sign-off status	Sensitivity	Add column
Archives	January 9			
BRUXELLES	January 9			
LIEGE	January 9			
Xerox.exe	December 3, 2024			

4) Go to advanced install.



5) Click on the three dot right there.

6) Choose the 3<sup>rd</sup> option “IPP (Internet Printing Protocol)” and install it



# Install Complete

xerox™



**Xerox-Rely-Bruxelles**

Xerox C325 Color MFP

192.168.55.254

Print Queue

Xerox(R) C325 Color MFP



Xerox Print and Scan Experience

Xerox Print and Scan Experience

Version: 9.21.12.0

Previously Installed



Register This Device



Print a Test Page

Install Another Device

Done

# SCAN

1) Put the document to be scanned here.



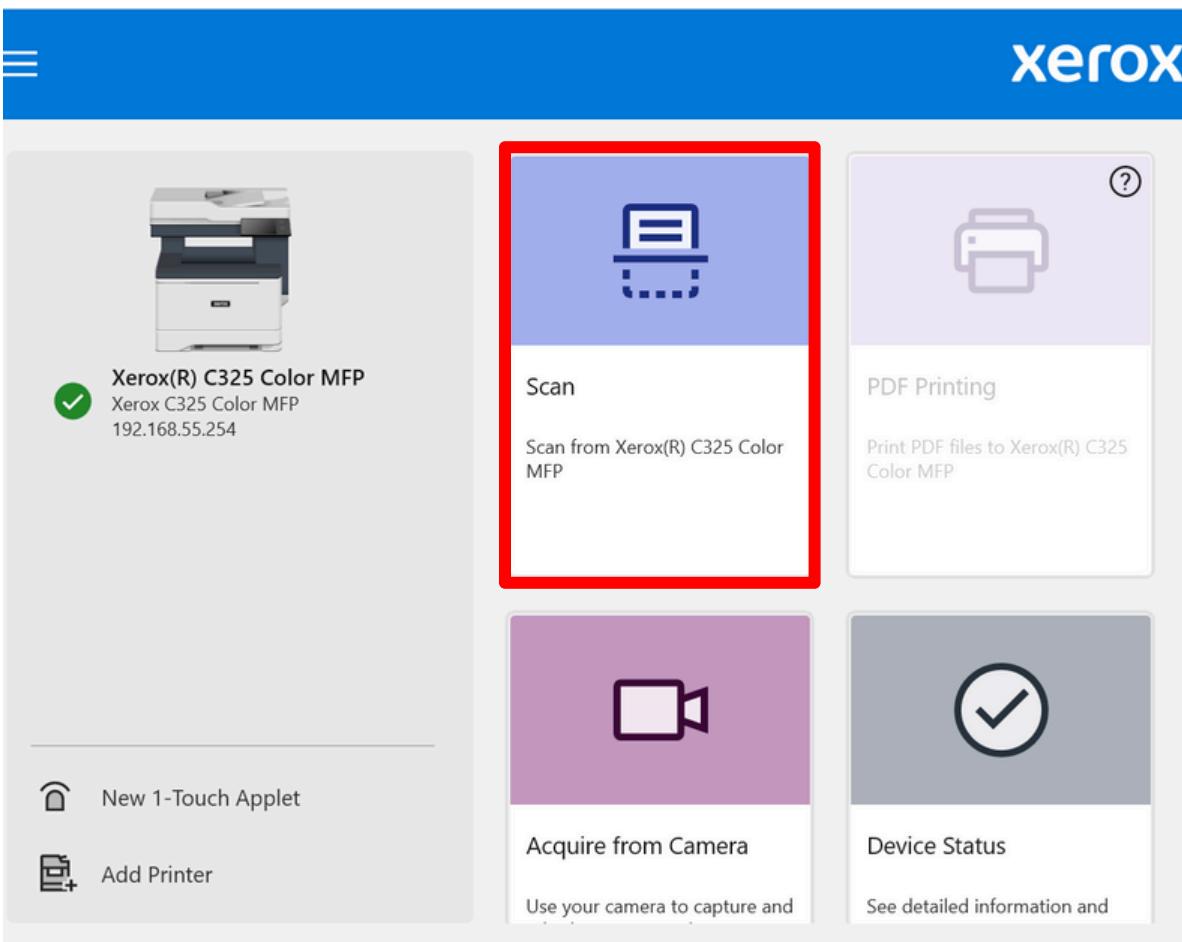
2) Search “Xerox” and open “Xerox Print and Scan Experience” app.

Best match

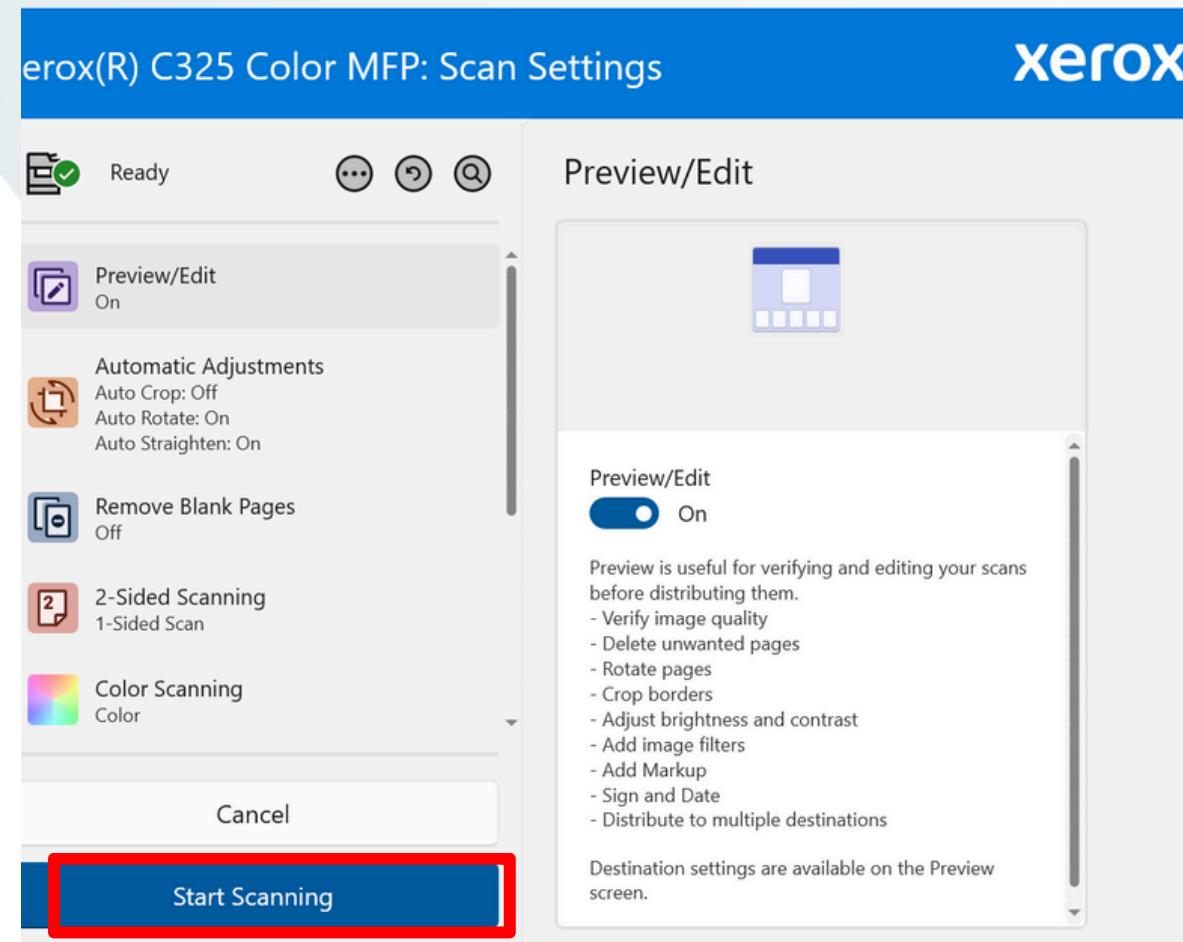
- Xerox Print and Scan Experience App
- Apps
  - Xerox.exe - in Downloads >
  - Xerox.exe - in Desktop >
  - Xerox.exe - in 6. Printer >
  - XeroxSmartStart\_2.1.22.0.exe >
  - Xerox Print and Scan Experience Installer.exe >
- Search the web
  - xer - See more search results >
  - xero >
  - Xerox >
  - xero login >
  - Xero Shoes >
  - Xerostomia >
- xerox Print and Scan Experience

# SCAN

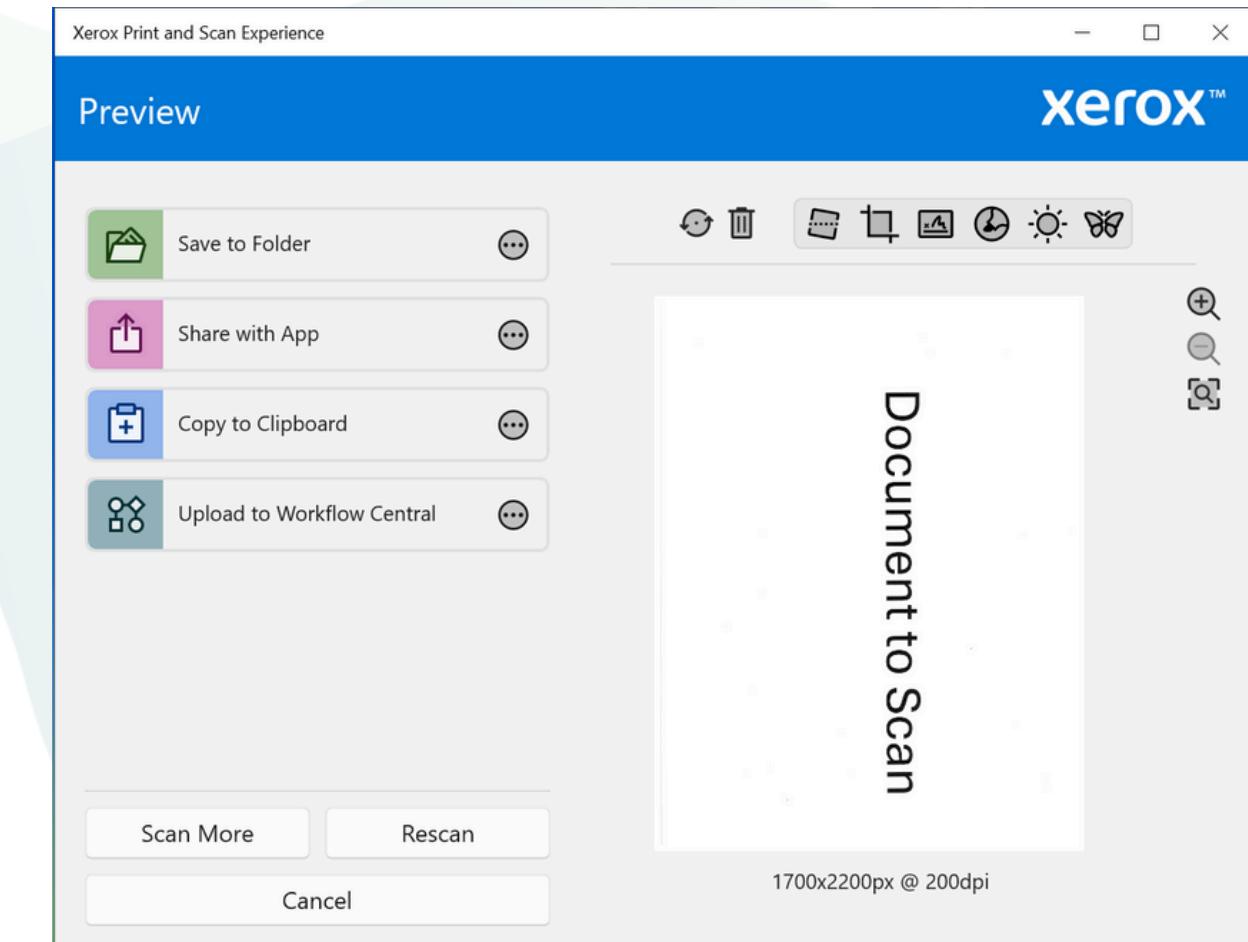
1



2



3



# 11

## Meeting Rooms Usage

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# If you need additional functionality with ClickShare, you have the option to install the app.

1 Go to Company Portal.

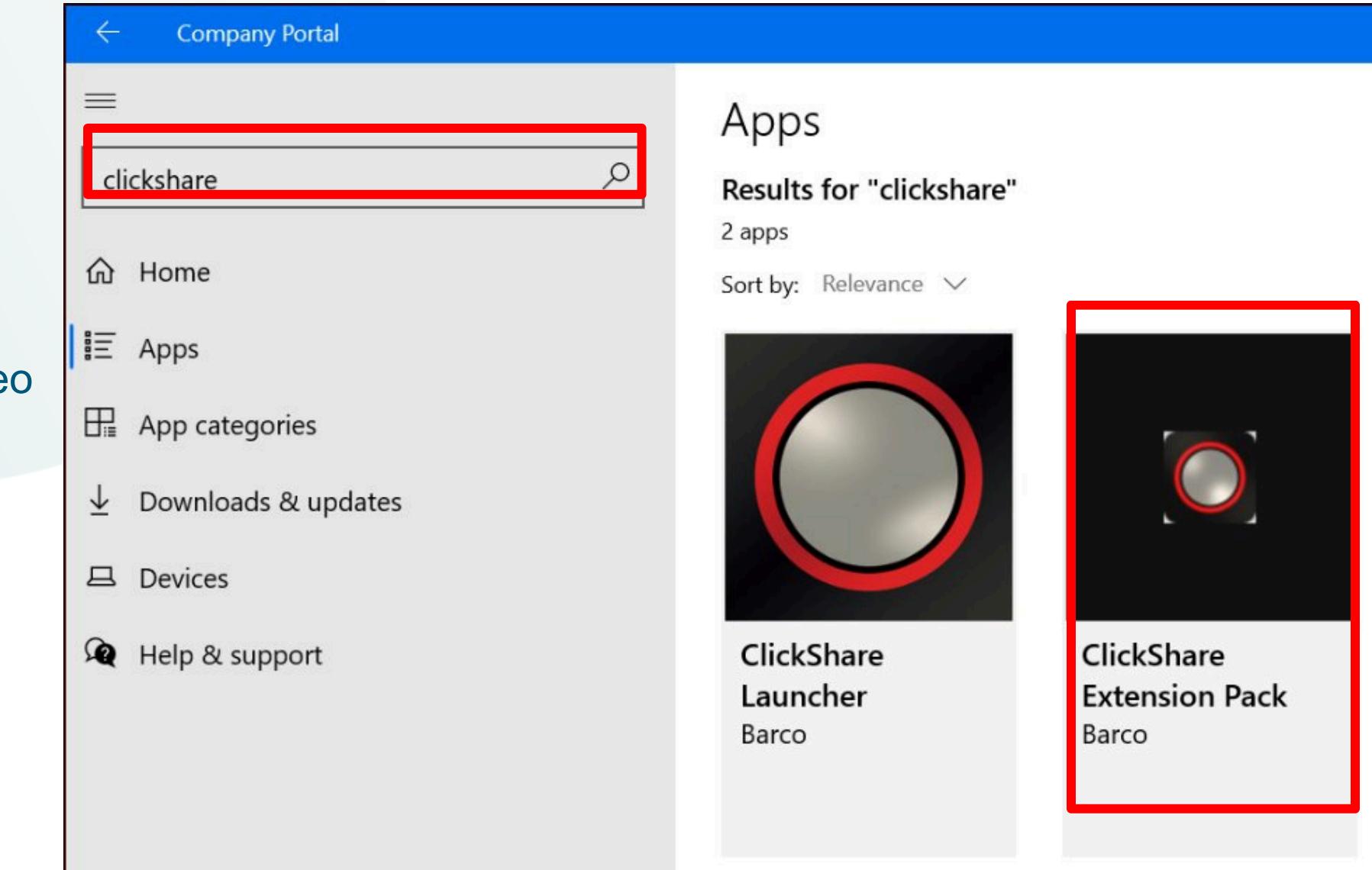
2 Type in the search bar « Clickshare ».

**Note:** Clickshare provides a meeting room system for wireless video calling, video collaboration between colleagues at home and in the office, and an easy way to display relevant content whilst hosting a meeting.

3 Select in the result « Clickshare extension Pack».

4 Click on « Install ».

5 Wait until the download has completed.



**Note: ClickShare button:** It is a plug and play device, you can plug the device using USB-C port in your laptop and establish connection within seconds, you are automatically connected to the meeting room display, camera, microphones, soundbars and any other AV peripheral. With the ClickShare button, you can start your wireless video meeting or share content on the meeting room display.

# Booking a Meeting Room in Outlook

1 Go to Outlook Calendar and click on “New Meeting”.

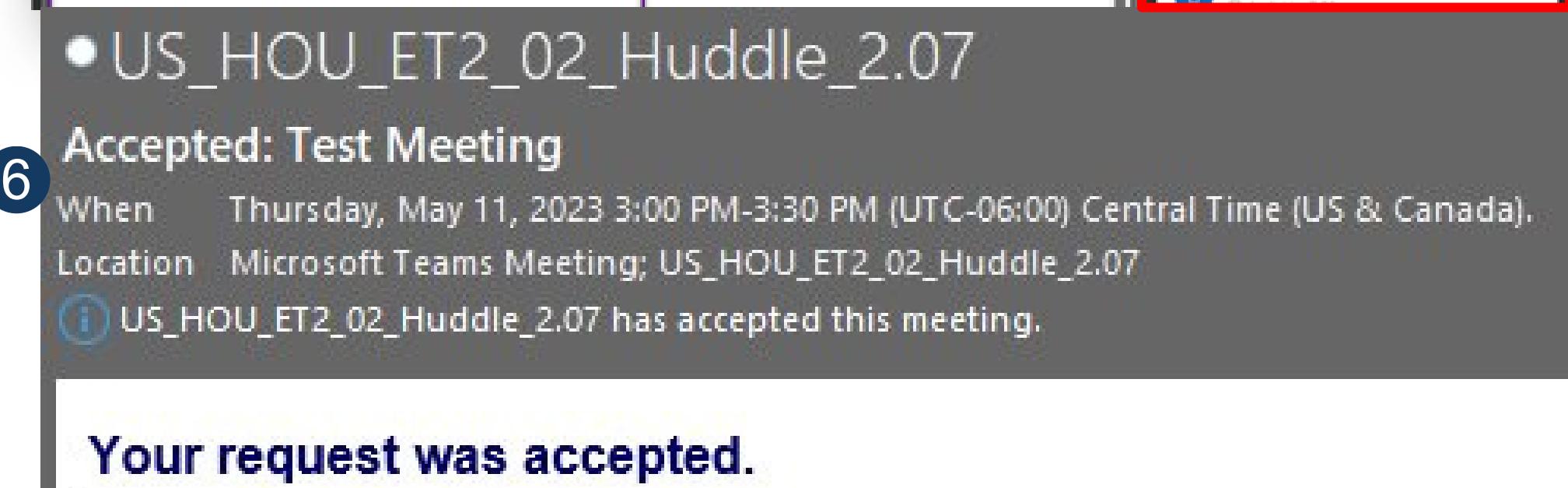
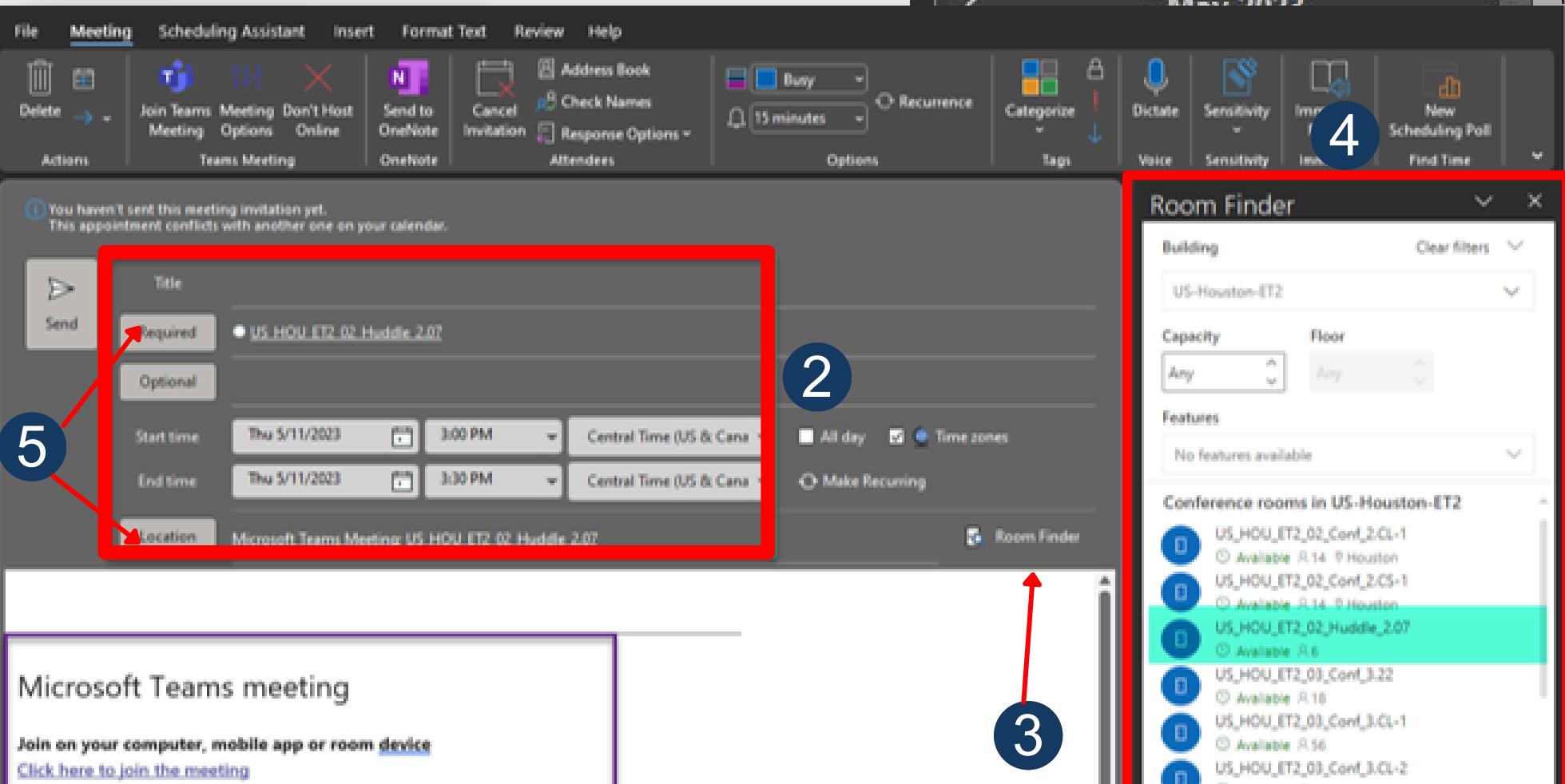
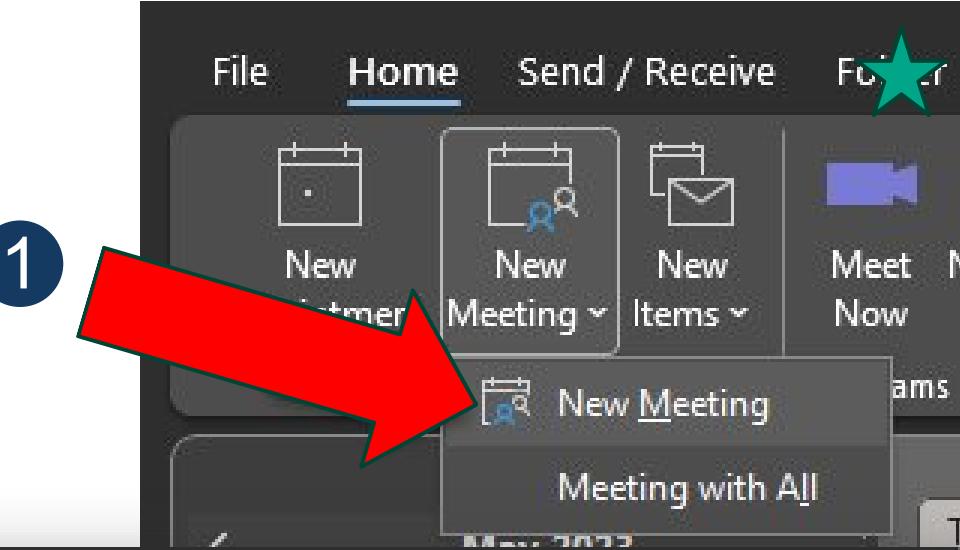
2 Set the Meeting Title, desired date and time, and add required and/or optional attendees.

3 Click on “Room Finder”.

4 Filter by City, then select Office Building. Review listing of conference rooms, and select the conference room that is available, and has the capacity for your attendees.

5 Conference room will be listed under required attendees and date.

6 Once meeting invite is sent, a confirmation e-mail will be received with either accepted or rejected status from the selected room.



# BOOK ROOM IN LIEGE

NEW

Adapt to document

# BOOK ROOM IN PARIS

NEW  
Adapt to document

# BOOK ROOM IN BRUSSELS

NEW  
Adapt to document

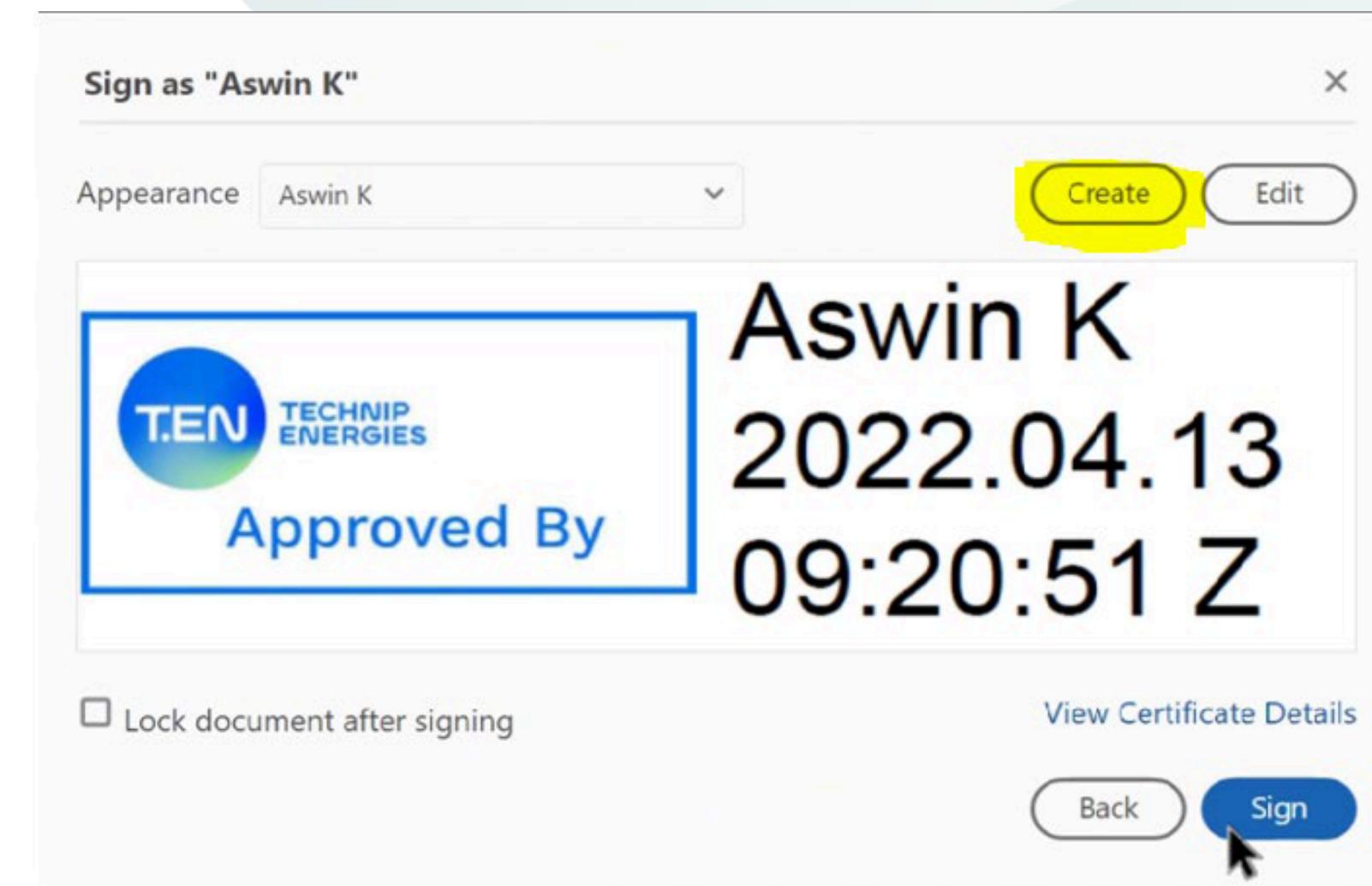
# 12 Adobe Reader Signature

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# Adobe Reader Signature

RELY utilizes Adobe Electronic Stamps for signing PDF documents.  
You can follow [these instructions](#) to install the Digital Signature & Stamp.



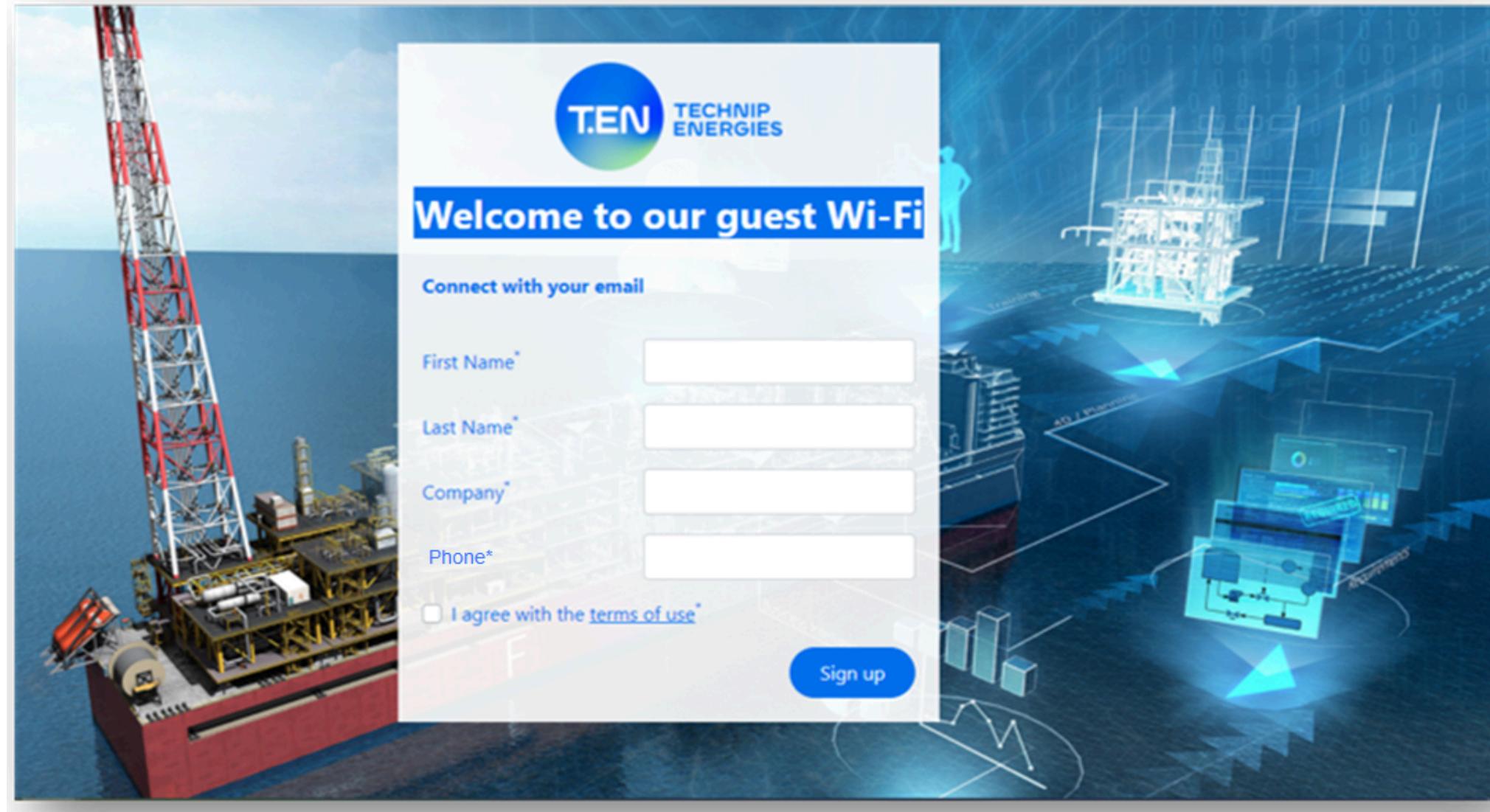
# 13 WelcomeNet : Guest Wi-Fi for visitors

*rely*<sup>®</sup>

# Sign in with WelcomeNet

*Important : the « WelcomeNet » account is valid for 12 hours.*

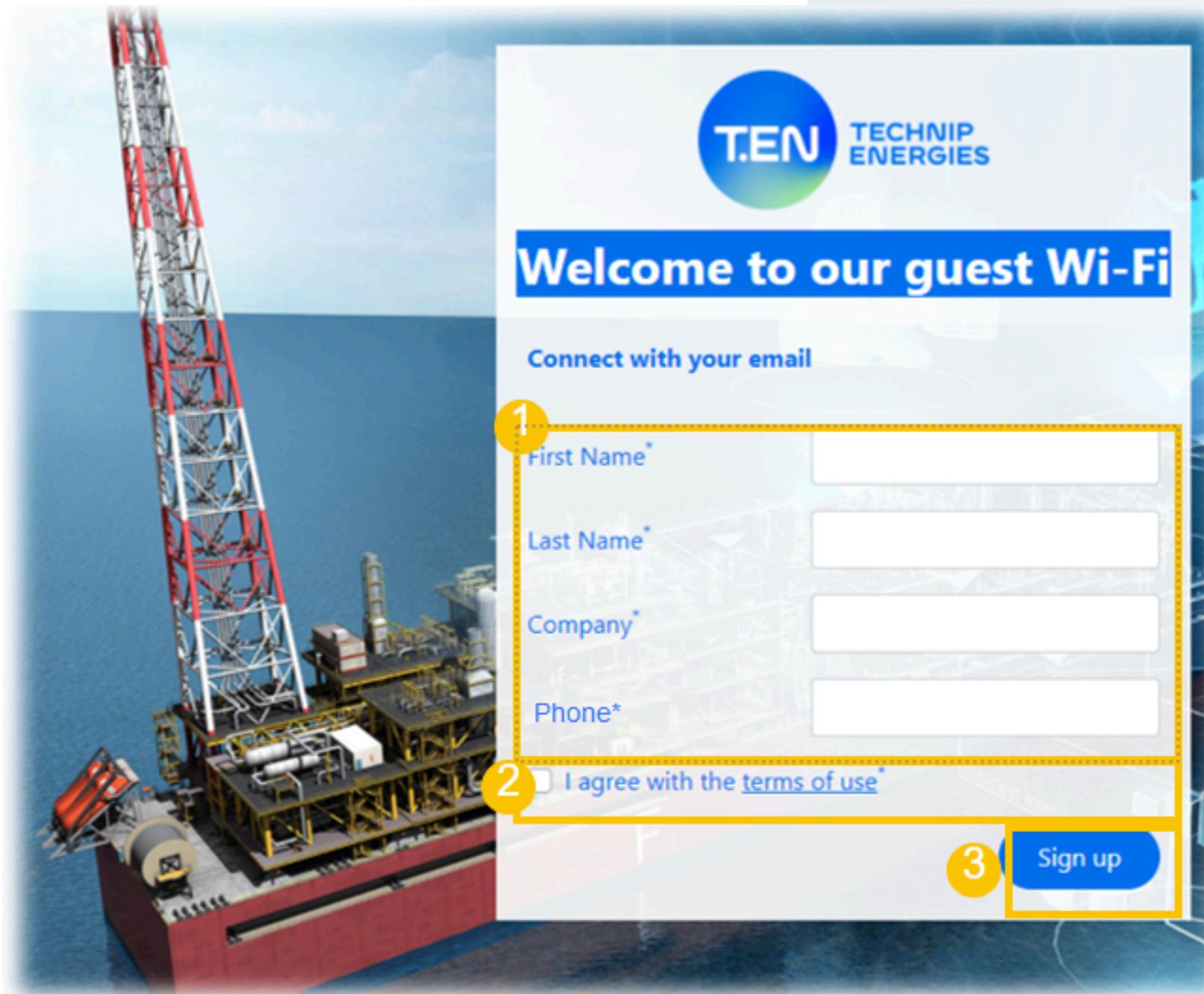
- RELY offers an easy and convenient way for visitors to connect to the internet during their visit to RELY offices.
- If you are expecting visitors who will need internet access, they will be able to connect seamlessly.





# Sign in with WelcomeNet

Important : the « WelcomeNet » account is valid for 12 hours.



## Ask your visitor to...



Select "WelcomeNet" option from available Wi-Fi network.

Complete the required information :

- First Name
- Last Name
- Company
- Email

Check on « I agree with the terms of use ».

Click on « Sign up ».



# Sign in with WelcomeNet

*Important : the « WelcomeNet » account is valid for 12 hours.*

Mobile registration x

Please fill in the verification code you received by SMS

4  5 

5



## Information

- 4 The user will receive an OTP [One Time Code] on their mobile.  
**Once received, enter it here to proceed.**
- 5 **Click on « OK ».**

Note: In case of any issue connecting to WelcomeNet, please contact [iSolv](#).

# 14 iLearn – Learning Portal

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# iLearn

- iLearn is a web-based learning hub available to all employees of the company. It offers a personalized library of training and learning content, based on your job, location, and interests.
- With iLearn, you can stay ahead of the curve and reach your full potential by learning what you want, how you want, where you want, and when you want.
- You will receive a welcome email from the iLearn team during your first week of onboarding

The screenshot shows an email inbox with a single message from "iLearn.Learning@technipenergies.com". The message is a welcome email for new employees. It includes the Technip Energies logo, a greeting, information about the curriculum, and contact details. The email is timestamped "Fri 4/1/2022 5:57 PM".

**Hi Ravindder ,**

Welcome to the start of your learning at Technip Energies!

You have been registered for the curriculum 'Getting Started at Technip Energies' and clicking this [link](#) will open the course for you.

This curriculum is designed to get you started with some basics as you begin your journey with us. Please note that this curriculum is mandatory and should be completed within a month of you receiving this email.

If you have any problems or queries, please contact your line manager or Buddy for guidance.

Kind regards,  
iLearn team

**iLearn**

If you are unable to access the link to go to the iLearn portal, raise a ticket with the iSolv Team.

*rely*<sup>+</sup>