SUBJECT: Welcome to <Company>, a <Other Company> Company!

Welcome**$flname** to <Company>, a <Other Company> Company! Below you will find information regarding your phone and computer setup.

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**<Company>**

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**<Company> Username:** $Username

**<Company> Email:** $email

**<Company> Extension:** $y

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**<Other Company>**

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**<Other Company> Username:** "<OTHER DOMAIN>\" + $Username

**<Other Company> Email:** $fname + "." $lname "@<Other Company>.com"

You are required to change the password for both accounts **every 60 days**. Passwords must be a minimum of eight characters and contain three of the following four categories: upper case alpha, lower case alpha, numbers, and symbols.

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**Phone Information**

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External callers can reach you at **$phone**.Please log in to your voicemail and change your voicemail password at your earliest convenience. Instructions for using your office telephone, including how to setup and check your voicemail, can be found here.

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**Personal Folder**

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A personal folder has been created for you, located at <Drive Letter>:\. Any file or folder in your <DRIVE LETTER>:\ drive will be included in our daily backup. No file stored on your computer will be backed up, so be sure all important files and documents are stored safely on your <DRIVE LETTER>:\ drive.

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**Technical Assistance**

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For support on computer and phone related issues please contact <Company> Support by email at **support@<Company>.com**, by phone using **ext. EXT** internally, or **NUMBER** from outside the office. <Company>'s Support team consists of <Team Members>.

If you need additional services, such as remote access or a conferencing account please contact Support for more information.