Your onboarding journey begins!

Welcome! Below is a list of useful resources and reminders to get you started. Note: because it can take time for new employees to access links, some of these may not work upon first click. If so, try again later!

- **Commit to your onboarding:** Take the time to prioritize your onboarding by blocking your calendar to ensure you're setting yourself up for long-term success. We recommend 1 to 2 hours per day during your first month.

- **Connect with your manager and onboarding buddy:** Meet with your new manager to say hello and get your device (if you have not yet received it). Discuss expectations for your first week and agree on additional times to connect. Your manager will also assign you an onboarding buddy (a peer who is committed to helping you as you get started).

- **New to Teams?** Watch this brief video so you are ready to engage during New Employee Orientation.

- **Get acquainted with our technology or get help setting up:** Visit the new hire page on Tech Web to see if initial questions can be answered.

- **Learn more about your location:** Explore more about your worksite here and find resources for physical office spaces here.

- **Get ahead on your required learning:** There's always something new to learn. If you have flex time this week, complete any required or recommended training.

- **Workplace accommodations:** Microsoft is committed to ensuring a safe and healthy work environment for all our employees. If you require workplace accommodations due to a medical condition or disability, please send an email to wrkaccom@microsoft.comto reach an Accommodation Specialist who will work with you on your request.

- **Be sure to check-out the New@Microsoft site:** Consider this a resource you can browse and come back to as needed during your onboarding. No need to review it all at once!