

**Hi ARULVIJAY P**

***Welcome to the Zoho Family!***

**a. Login Details :**

Your Zoho login credentials are as given below. Kindly reset once you log in.

Emp No.	:	INC-3341
Name	:	ARULVIJAY P
Mail ID	:	arulvijay.p@zohotrainees.com
Username	:	arulvijay.p@zohotrainees.com
Password	:	Zoho@2020
Team	:	

**b. Activate Zoho Account**

To activate your Zoho Account for the first time follow the below steps :

1. Open any browser->go <https://people.zoho.in/ztrainees/zp#home/dashboard> ->Sign in
2. Use zoho email and password (check above)
3. It will take to password reset page-> reset your password->set new password
4. Once App is done, you can go to <https://people.zoho.in/ztrainees/zp#home/dashboard> (IN LAPTOP) -> select LOG IN-> type in user name (zoho mail) and new password
5. Finally you are in zoho account, if you are in people- > Home page->Check-in
6. In left side ->Open Self service - Updated the personal details (ALL FIELDS ARE MANDATORY)
7. Meeting link will be shared through the cliq group OR to your personal email for induction

Note: If you are facing any error in login process please contact me at Saajudeen: 9629598313