Westpac

New Employee Device Setup Guide

Welcome to Westpac! To help you get started, here's a guide for setting up your work devices:

Email Setup:

Please follow the steps provided in the manual for setting up your email.
You can get the authentication software by scanning the QR code or can directly install it from the app store or play store.
Please use your mail id
Email Address: [rahul.pandit@westpac.com]
Server: [mail.westpac.com]
Use your provided temporary password to log in.

Security Software:

Install [Company Security Suite].
Update antivirus definitions regularly.

VPN Connection:

Connect to VPN for secure remote access.
Click on the Horizon client software installed in your device.
Once to click on it, the Horizon Client will open which will ask for the IP details. Please use the below mention IP details
IP – 196.252.xxx.xxx
VPN Address: [vpn.company.com]

Collaboration Tools:

Install [Company Messenger] for internal communication.
Set up [Company Cloud Storage] for file sharing.

Office Applications:

Install [Microsoft Office Suite].
Activate using your company email credentials.

Company Intranet:

Access [Company Intranet Portal] for company updates.
Username: [EmployeeID]
Password: [TemporaryPassword123]

IT Support Contacts:

For assistance, contact IT Support:
Email: [support@westpac.com]
Phone: [IT Support Hotline]

Change Passwords:

Change your temporary passwords immediately for security.

Additional Resources:

Explore the [Employee Handbook] for company policies.
Familiarize yourself with [Company Code of Conduct].

Note: Please keep your login credentials secure, and follow IT policies for data protection.