**Welcome!**

On behalf of the IT department, I welcome you onboard at Namify.  Great care has been taken to assure that your workstation has been set up with everything you will need to perform your duties and responsibilities as a valued Namify employee.  Below you will find tips, tools, and explanations that will help you get started on the right foot.  Should you have additional questions, my team is just a call or an email away.

Thank you,  
   
Mike Marshall   
Chief Technology Officer

**Logging into your computer:**  
Windows login: ‘an’Password: **43214321**

**Navigating to your email:**

Open up Google Chrome

https://lh6.googleusercontent.com/HmdkCQ1gKHieuGl_hVdzCX0uJ5NBYAxTN2SEz6qfdLlOR697qB6zFVrWdOKLCCzKW-negg-A6kAVXEFpr04xGVOJi6mA0CuE_FiJkhJ29PDua_Jmx9tzgysrJ9iL_IktZK_CbK92=s0

Navigate to Gmail . com.

Click on **Sign In** in the top right.

Input your email address: ‘en’ @ namify . com

Your password is: ‘n’4321

It will have you change your password when you log in for the first time.

**2 Step Verification:**

It will bring up another window called 2 Step Verification, and ask for a verification code, put this number in:

‘twostep’

This is a security feature we have implemented to verify that only users authorized can log into each email account. Please check with your manager as you set this up, to see how they would prefer the verification codes to be sent.

You need to set up 2 Step Verification, if it doesn’t ask you to enroll as you are logging in for the first time follow these steps:

In the top right of your GMail window, click on the colored circle with your initial in it, then click on My Account. On the next page click on “Sign-in & Security”, scroll down on that page till you see 2-Step Verification as an option, click on it. It may have you log in again, and then the next window has the options for 2 step. Click on Add Phone, and type in your personal cell phone number or work phone number, your work number is listed on the next page of this document. It will call or text you with a code to put in, then make sure to click enroll and you’re done.

**Logging in to Internal.Namify.com and Everest**

Timeclock ID: **‘tcid’**

**Accessing Internal.Namify.com and the Centrify Dashboard:**Your homepage has been set to Internal.Namify.com.  Begin by logging in (the login is above).  When you login you will be taken to the Centrify.  Centrify is a dashboard that allows you to clock in out, view your goals and efficiency, request time off, view infractions, and search our knowledge base for all policies and questions.  From the website you will also be able to submit IT and maintenance requests if you require any assistance.  We encourage you to become familiar with the website and the wealth of information it contains.  
  
**Changing your password**

In the Centrify menu, please go to the ‘Tools’ section right now. This section has useful links. Click on the ‘Reset Password’ link. Type in your current Windows password and create a new one. A good password is at least 10 characters long and has letters and numbers. A great password uses 2 or more words and has 1 or more numbers between them. Create a password you can remember, but don’t be lazy and make it like your other passwords.

**Logging into your Axomo account**

Navigate to gmail . com and log into your namify email account. Find the email that has a password reset for Axomo. Follow the instructions to set a new password. Navigate to shop . axomo . com and login using your namify email address and the new password you set.

**Logging into your Axomo account**

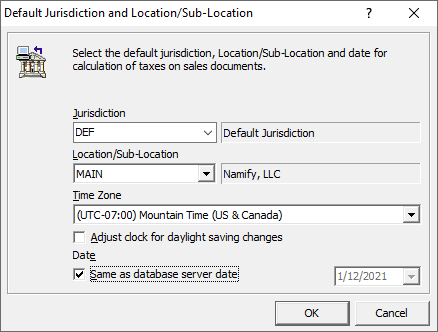
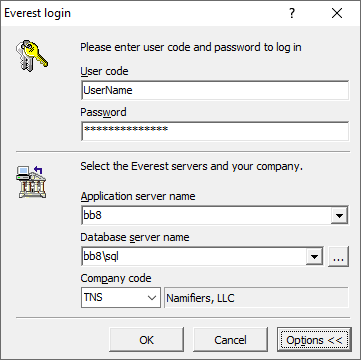
Navigate to app.asana.com/#login and click ‘Login with Google.’ Login with your namify email address and the new password you set. Talk to your supervisor to get included in the correct groups.

**Logging into Everest:**Everest is our primary program used to track both our customers and their orders.  Everest is very user friendly and will provide you with all the needed client information.  Over time you will become familiar with the various filters and shortcuts that Everest can offer.  We encourage you to explore and experiment with the different menus and shortcuts.

To open it click this icon on your taskbar.  
https://lh5.googleusercontent.com/xBCRXLYi_9fJ_CqnlCxnpn9rA4tZw663yUBLaYx4oiORQWepUtDmAyEhrhR00cpaetxLMuJBOileqBiMdWSZhgkudqVk9trsdaWzQzhc2DsNrhTA9FZfilI6F_0ecPYml8Mt0set=s0

Username: **‘an’**

Password: **abcd4321!**

Use the login from above

Make sure as you log in that the fields are all as shown above. If you need any help ask your manager or call IT, extension 460.

**Emailing Documents from Everest:**

We use a plugin to allow us to email documents from Everest into GMail and send documents to our customers. To set it up we need to either search for “App Password” in Google, or go to this website:

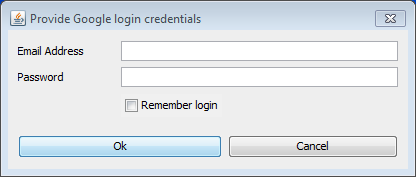
Security . google . com / settings / security / apppasswords

Click on Select App and choose Mail. Click on Select Device and click Windows Computer.

Then click on Generate. It will bring up a new window with a 16 character randomly generated code. Copy it to your clipboard and keep the window open.

For setup we will use the chrome icon from your desktop to make sure it works properly. Right click on the chrome icon, go to Send To, and then choose Mail Recipient.

It will bring up a window like this:



Input your email address and then paste the 16 character code in as the password. Make sure to check the Remember Password box, and then Click on Ok. It should bring up a new Gmail tab, which you can click on Delete draft.

**About your phone:**We have provided you with a direct line for your clients to reach you, your phone number is **801.704.3’ext’**.  To dial out, simply type the number and press your headset or speaker button.

**Managing your voicemail:**To listen to voicemail dial \***99** on your extension, the first time you connect you will be prompted to set up your mailbox, the **password is 0000.** Press 0 to access the mailbox settings section and then press 1 to set up your “Unavailable” message. Follow prompts to end and save your recording.

Here are some key elements of a good voicemail message:

1. Have a personality!
2. Make sure to state your name, so they know they’ve called the right #
3. Try to use the company name twice, somehow.  It can subtly reinforce our brand.
4. Invite the caller to leave specifics for you in their message
5. Tell them how they can get immediate assistance, if needed.
6. Keep the total message to under 25 seconds

That’s it … simply follow the prompts to record, and re-record, until it sounds just right.

**Examples:**  
Hi! This is ‘n’, at Namify. I am currently away from my desk or on the phone and can’t take your call. Please leave me the best way to contact you, a message and I will reach out to you as soon as possible. Thanks for calling Namify!

or

Hi! This is ‘n’ I am sorry I couldn’t answer your call right now. If you can leave your name, number, and a detailed message. I will call you back as soon as possible. Thanks for calling Namify!