

Internal Memorandum

**To:** CIO

**CC:**

**From:** Team A

**Date:** October 21, 2018

**Memo #:** 002

**Re:** Adding Users

Good Afternoon CIO,

Your request has been completed. Each listed member from the given image has been added into the AD along with their corresponding organization. Each user’s account credentials follows the format:

**Username**: FirstInitial.LastName@troisi.net

**Password**: request once logged on

If you have any questions, please let me know.

Regards,

Sara Aladham