

**Welcome to our company!** We are excited to have you on board and look forward to working with you. To get started, let's walk through the process of setting up your account.



#### Step 1: Activate your account

You should have received an email with a link to activate your account. Please follow the link and complete the activation process. If you have any issues, please reach out to our IT department for assistance.





### Step 2: Set up your password

Once you have activated your account, you will be prompted to set up a password. Please choose a secure password that you will remember. We recommend using a combination of letters, numbers, and special characters to make your password strong.



### Step 3: Access company resources

With your account activated and password set up, you will now be able to access company resources such as email, internal communication tools, and other software applications. To ensure that you have access to everything you need, please reach out to your manager or HR representative to learn more about the specific tools and software that you will need to use.



#### Step 4: Connect with colleagues

We encourage you to connect with your colleagues as soon as possible. One of the best ways to do this is by using our internal communication tools, such as Slack or Microsoft Teams. These tools make it easy to chat with your colleagues, ask questions, and collaborate on projects.

We hope this quick guide has been helpful in getting you started with your account set-up. If you have any further questions or concerns, please don't hesitate to reach out to our IT department or your manager. Welcome again, and we look forward to working with you!