

# Contoso — Welcome Guide

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Welcome to Contoso. This guide covers what to expect in your first week and where to find help.

Our mission is to build reliable products that respect users and protect their data.

## Day 1 at a Glance

Time	What	Where / Notes
9:00 AM	Meet manager and team intro	Teams call or conference room
10:00 AM	IT setup (laptop, MFA, Teams)	Follow First-Week-Checklist.docx
11:30 AM	HR orientation	Policies, I-9, payroll setup
1:00 PM	Lunch	Your choice. Team may invite you.
2:00 PM	Role kickoff	Access requests and first tasks
4:00 PM	Wrap-up	Confirm tomorrow's plan

## Key People

- **Manager:** sets priorities, confirms access needs, and defines success in the first 30 days.
- **HR Operations:** payroll, I-9 verification, policies, and onboarding completion tracking.
- **IT Service Desk:** account access, devices, VPN, software installs, and troubleshooting.
- **Buddy (optional):** a peer who helps you navigate tools and team norms.

## Tools You'll Use

- **Microsoft Teams** for chat, meetings, and channels.
- **Outlook** for email and calendar.
- **SharePoint** for policy and reference documents.
- **Company Portal / Software Center** for approved apps.
- **Onboarding Agent** for answers, checklists, and access requests.

## First-week success looks like:

- Your account is active and protected by MFA.
- You have access to the apps and sites required for your role.
- You completed required policies and security training.
- Your benefits choices are submitted (if eligible).
- You and your manager agree on 30/60/90-day goals.

## **Need help?**

- Ask the onboarding agent for step-by-step instructions.
- For urgent issues (locked out, lost device), contact the Service Desk immediately.
- For policy questions, contact HR Operations.