



ITGuys Team

Welcome to Proje!

Dear Team Member,
Welcome to Proje! We're excited to provide you with the tools you need to get started. Below, you'll find all the information required to set up your new laptop and access your account for the first time.

Your Login Information

To get started, you'll need to log in to your account on a separate device (e.g. Phone, other computer, etc.) using the following credentials:

- **Email Address:** [Email Address]
- **Temporary Password:** [Temporary Password]

Step-by-Step Setup Instructions

Step 1: Log in to Office.com and Set Your Password

1. Open a web browser and go to <https://office.com>.
2. Enter your email address ([Email Address]) and temporary password ([Temporary Password]).
3. Follow the prompts to create a new password.
 - Your new password must meet the following requirements:
 - At least 8 characters long
 - Include uppercase and lowercase letters
 - Include at least one number
 - Include at least one special character (e.g., !, @, #, \$, etc.)
4. Once your password is set, you'll be logged into your Microsoft account.

Step 2: Connect to Wi-Fi

Before logging in, you'll need to connect your laptop to a Wi-Fi network. Here's how:

1. Turn on your laptop and wait for the Windows 11 setup screen to appear.
2. Click on the **Network** icon in the bottom-right corner of the screen.
3. Select your Wi-Fi network from the list.
4. Enter your Wi-Fi password (if required) and click **Connect**.
5. Once connected, proceed to the next step.

Step 3: Sign in to Your Windows 11 Laptop

1. On your laptop, enter your email address ([Email Address]) and the new password you just created.
2. Follow any additional prompts to complete the setup process.



3. Once logged in, you'll have full access to your new device!

Password Security Best Practices

To keep your account secure, please follow these guidelines:

- Change your password every **90 days**.
- Avoid using easily guessable passwords (e.g., "password123").
- Do not share your password with anyone.
- Use a unique password that is not used for other accounts.

FAQ and Troubleshooting

Q: What if I can't log in to Office.com?

- Double-check that you're entering the correct email address and temporary password.
- Ensure you're connected to the internet.
- If you're still having trouble, contact ITGuys Team at [support email/phone number].

Q: What if I forget my new password?

- Go to <https://account.live.com/password/reset> to reset your password.

Q: How do I connect to a different Wi-Fi network?

- Click the **Network** icon in the bottom-right corner of the screen, select the new network, and enter the password.

Q: What if my laptop doesn't turn on?

- Ensure the laptop is charged. Connect the power adapter and wait a few minutes before trying again.

Need Help?

If you have any questions or run into issues, don't hesitate to reach out to us at ITGuys Team:

- **Portal:** Proje.ITGuysTeam.com
- **Email:** support@itguysteam.com
- **Phone:** 303.578.6256

We're here to help you every step of the way!

Welcome aboard, and we wish you a great start at Proje!

Best regards,
ITGuys Team