CONTOSO · COPENHAGEN OFFICE · HUMAN RESOURCES

IT guide for your first day

Version of February 2026 · Owner: IT support

Your equipment

Your laptop, its charger and a headset are handed over on Monday at 9:30 on the 3rd floor, in the "Harbour" room. A work phone is provided only if your job requires one.

First sign-in

1. Turn on the laptop and connect to the "Contoso-Staff" Wi-Fi.
2. Enter your work email address and the temporary password you received by text message.
3. Choose a new password of at least 14 characters.
4. Install the Microsoft Authenticator app on your phone and turn on multifactor authentication. It is mandatory.

Your tools

Microsoft Teams for chat and meetings.

Outlook for email and calendar.

"My HR space" for leave, remote work and expense reports.

Need help?

Open the "IT Help" portal in Teams or call extension 2200, Monday to Friday from 8:00 to 18:00. The guest Wi-Fi is "Contoso-Visitors": it gives no access to internal tools.

Contoso is a fictitious company used for Microsoft demonstrations. Demonstration document.