CONTOSO · COPENHAGEN OFFICE · HUMAN RESOURCES

Welcome booklet for new starters

Version of January 2026 · Owner: Human Resources team

Welcome to Contoso! This booklet gathers what you need to know for your first days at the Copenhagen office. Your manager and your buddy are your first two contacts: never hesitate to ask them a question.

The Copenhagen office

Address	40 Demo Street, 1050 Copenhagen (building B, 3rd floor)
Getting there	Metro M1 or M2, Kongens Nytorv station, then 6 minutes on foot. Secure bike parking in the basement.
Opening hours	Monday to Friday, 7:30 to 19:30. Badge required outside 8:30 to 18:00.
Reception	On your first day, go to the ground floor reception at 9:00. Your badge is waiting for you there.

Your first week

Day	Programme
Monday	9:00: welcome and badge. 9:30: IT equipment handover. 11:00: coffee with your buddy. 14:00: welcome meeting with your manager.
Tuesday	Mandatory "Information security" training (online, 45 minutes). Discovering the team's tools.
Wednesday	Team lunch, paid by the office.
Thursday	"General Data Protection Regulation" training (online, 30 minutes).
Friday	End-of-week meeting with your manager: questions, first goals.

The buddy programme

Every new starter has a buddy for their first three months. Your buddy is not your manager: it is a colleague from another team who helps you understand "how things work here". A coffee is planned on the first day, then a chat every two weeks.

Useful contacts

Need	Contact
Human Resources (contract, pay, leave)	hr@contoso.example, extension 2100
IT support	"IT Help" portal in Teams, or extension 2200
Facilities (badge, rooms, bike parking)	reception@contoso.example, extension 2000

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