UNIT 3. USING THE INTRANET. 1ºV Managing Assistance

LIVEWORKSHEETS

2. Enter your username and create a password.
   Your password should include:
   - at least 8 characters
   - letters (upper-case and lower-case)
   - numbers
   - special characters
3. Click on the link in the e-mail you receive to activate your account.

Notes:

1. Never share your password with anyone, including other company employees.
2. Don't write your password down where other people might see it.
3. Don't use the same password that you use for other accounts.

If you have any problems logging into the intranet, please log a ticket with the IT Department by double-clicking on the IT icon on your desktop and then filling in the form. We can usually resolve any issues within 24 hours.

Kevin Jackson

IT Department

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Read the e-mail. Choose T (true) or F (false).

1. The e-mail is for people who are new to the company. T F
2. They need to click once on the icon to open the intranet. T F
3. The company will give them a password. T F
4. The password NhJ47&L would be suitable. T F
5. They will need to open their e-mail to complete the process. T F
6. They must keep their password a secret from everyone. T F
7. They can call the IT Department 24 hours a day if they have any problems. T F

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