



23042 75th St.
Salem WI 53168



info@ctiwi.com



www.ctiwi.com



(262)843-3465

X Project


XP-82 - Story


WELCOME


Hi ,


On behalf of Computer Technologies, Inc. (CTI), I would like to welcome you to X Project. CTI provides and manages IT Operations for X Project. In this document you will find key IT information which should aid you in getting settled in and productive.

If you have any questions, please feel free to reach out and we will be happy to help however we can.

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Thanks,

Rob Stoner

Rob Stoner
President
Computer Technologies, Inc.
www.ctiwi.com
support@ctiwi.com
(262)843-3465

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Business Success



USER ACCOUNT INFORMATION

FIRST NAME	
LAST NAME	
JOB TITLE	
DEPARTMENT	
SUPERVISOR	
DESK PHONE NUMBER	
USERNAME	
PASSWORD	
EMAIL ADDRESS	

Should you need to change your network password please do so by simply pressing **Ctrl+Alt+Del** and select **Change a password** – making sure to follow all prompts. If you are not currently at a X Project facility, please first connect to the VPN and then perform the above steps.

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MICROSOFT TEAMS

USERNAME	
PASSWORD	

MOBILE EMAIL ACCESS





Email access is available on most mobile devices that meet X Project standards. We strongly suggest using the Microsoft Outlook mobile Email client for your mobile device. The Microsoft Outlook mobile Email client can be found in the Apple App Store and Google Play Store respectively.

USERNAME	
PASSWORD	

Should the auto-discover process fail, or your device not support the Microsoft Outlook mobile Email client, please manually configure your mobile device using the below settings.

SERVER	outlook.office365.com
DOMAIN	<i>Leave Empty</i>
USERNAME	
PASSWORD	

Email is also available to be accessed via any web browser using the below.

URL	 23042-75 th St outlook.office.com Salem, WI 53168	 info@ctiwi.com	 www.ctiwi.com	 (262)843-3465
USERNAME				

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MICROSOFT OFFICE 365 & BENEFITS

As part of Microsoft Office 365, Microsoft Office applications are available to be installed on your mobile devices at no cost to you. The Microsoft Office applications can be found in the Apple App Store and Google Play Store respectively.

For a listing of additional benefits as well as to use the suite of online applications, please access the URL below.

URL	outlook.office.com
USERNAME	
PASSWORD	

Note: These licenses are only valid while you are employed with X Project. Should you no longer be employed by X Project these licenses will be automatically revoked.

HELP CENTER

Should you need technical support we ask that you use the CTI Help Center. The CTI Help Center is designed to provide a single, clean and easy-to-use support portal.

Within the CTI Help Center you can create new Support Requests, view the status of any current Support Requests, and review prior Support Requests and their resolutions.

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Note: You will be receiving a separate Email containing an invitation to access the CTI Help Center. Please accept this invitation and follow all instructions to ensure that your profile is correctly configured.

URL	https://helpcenter.ctiwi.com
EMAIL ADDRESS	

*Note: When you accept the invitation to the CTI Help Center you will be setting a unique password for your account. This password will not automatically update if/when you change your computer password.

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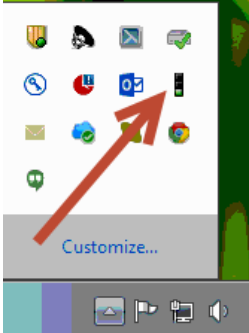
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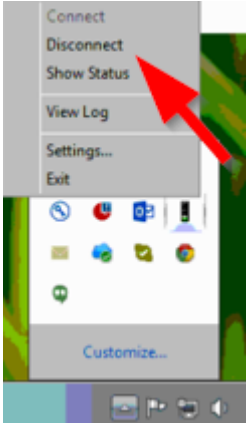
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DEVELOPMENT

DISCONNECTING FROM THE VPN

1. **Right-Click** on the **Traffic Light** icon in the **Notifications** pane



2. Click **Disconnect**



3. Once disconnected, the **Traffic Light** icon will show **Red**



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