

NEW USER CHECKLIST

1 YOUR FIRST DAY

- Log in to your AgriLife- issued computer
 Username: your firstname.lastname@agNET.tamu.edu
 Password: temporary password given to you
- Set up your Multi-Factor Authentication method
- Set your AgNet password
- Sign in to your AgriLife email
- Sign in to Microsoft Teams
- Sign in to OneDrive and start syncing your files
- Find the contact information for your IT Support Team

2 YOUR FIRST WEEK

- Bookmark important links
- Add your AgriLife email to your smart phone (iPhone or Android)
- Update your AIT email subscription
- Log in to AgriLife People to update your directory profile and request IT Services

3 YOUR FIRST MONTH

- Review AgriLife IT Rules & Procedures
- Send any IT-related questions to your IT Support Team
- Familiarize yourself with the AgriLife IT website
- Check out AgriLife IT's training materials

4 OPTIONAL STEPS

- Install Office 365 on your personal devices
- Install Sophos Home Premium on your personal devices
- Review the Remote Office Resources if you will be working remotely