Office address

Building Hours

Personal Office Hours

Office Phone

Email address

Do I need.......

ID badge [ ] yes [ ]  no

Business cards [ ] yes [ ]  no

A parking pass [ ] yes [ ]  no

Laptop [ ] yes [ ]  no

Things to ask my supervisor

Are the any keys or codes needed to enter building?

Are there any codes needed for printing and copying?

Are there any regularly scheduled meetings or conference calls that I need to put on my schedule?

Required use and sharing of Outlook Calendar to document daily itinerary, meetings, and appointments

How do I set up my voicemail?

Where can I.....

Get my office supplies (notepads, pens, stapler, etc.)?

Scan, copy, or fax documents at the office?

How do I send postal mail from the office