Welcome to the team and your tech!

Here's where you'll find instructions on how to perform a first-time login and set up tech tools on your new device(s). Should you have questions about other tech tools that are not included on this page, please contact your manager.

*When you need tech help, visit the [IT Help Center](#) and **Click to Chat** with our virtual assistant to obtain the quickest solutions.*

The Basics

The **AppStore** is where you'll find enterprise applications. If you're looking for an application that's not in the AppStore, it most likely requires a license. You'll need your manager's approval to obtain it.

Spark is our company's intranet site.

IT Help Center (on Spark) is where you can obtain tech assistance.

Microsoft Authenticator is the security tool we use to sign into our work applications via our mobile devices.

Microsoft Teams is our collaboration tool for meetings, chats, shared files and more.

PcModels Setup contains setup instructions for desktop machines.

Printer Drivers contains drivers to printers in specific office areas.

OneDrive is where we store our work files.

Windows Hello is the security tool used to log into our devices using a password, personal identification number (PIN) or biometrics.

Take these steps to setup your device(s).

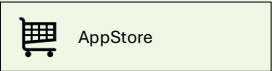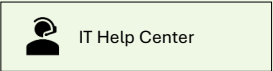| STEP 1 First-time login	STEP 2 Required apps	STEP 3 Optional apps
Click this button if you're logging into your device(s) for the first time.	Click the links below to install required apps for your device(s).	Click the links below to install optional apps for your role.

Rather watch a login setup video? Click this button.

Microsoft Authenticator

Windows Hello

Microsoft web apps

Printer Drivers

Admin access

Edge browser

Microsoft Outlook

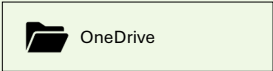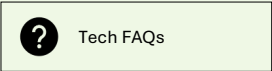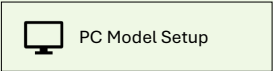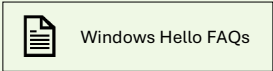Network mapping

Quick links

AppStore

IT Help Center

Microsoft Teams

OneDrive

Tech FAQs

PC Model Setup

Spark

Windows Hello FAQs