

# Onboarding/New Hire IT Cheat Sheet

- Go through Orientation (including IT Orientation)
- Sign IT Agreements Forms
- Setup your MFA on your Grace Church Office365 account
- Setup any Office Apps on your phone you'll use (i.e. Outlook, OneDrive apps, etc)
- Get Familiar with our SharePoint sites, firstly the [30-in-30 Files - Documents - All Documents](#) site.
- Grab IT Orientation Slides from 30-in-30 Files SharePoint!
- Bookmark the [Grace Church Knowledge Base](#) (The site that this page is hosted on!)
- Sign into your Outlook (Windows Outlook, macOS Outlook, Outlook on the Web, and/or Outlook on iOS/Android)
- Set your Outlook Grace Church Campus Signature
- Set your Outlook Calendar Settings to Public to Organization: [Set Personal Outlook C... | Grace Church KB](#)
- Sign into and install the Telzio App: [Telzio | Grace Church KB](#)
- Get Familiar with the Office Copiers/Printers, find where your Copier PIN code is and how to use the different Copier functions: [Uniflow Cloud Printing... | Grace Church KB](#)
- Check your Printer account (Currently we are using cloud software Uniflow Online). Follow the <https://kb.gracechurches.org/books/applications-98f/page/uniflow-cloud-printing-software#bkmrk-get-started> guide to setup the printing client on your computer and grab your Uniflow PIN code to login to Copiers

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