

ITC Cloud Welcome Email to New Users

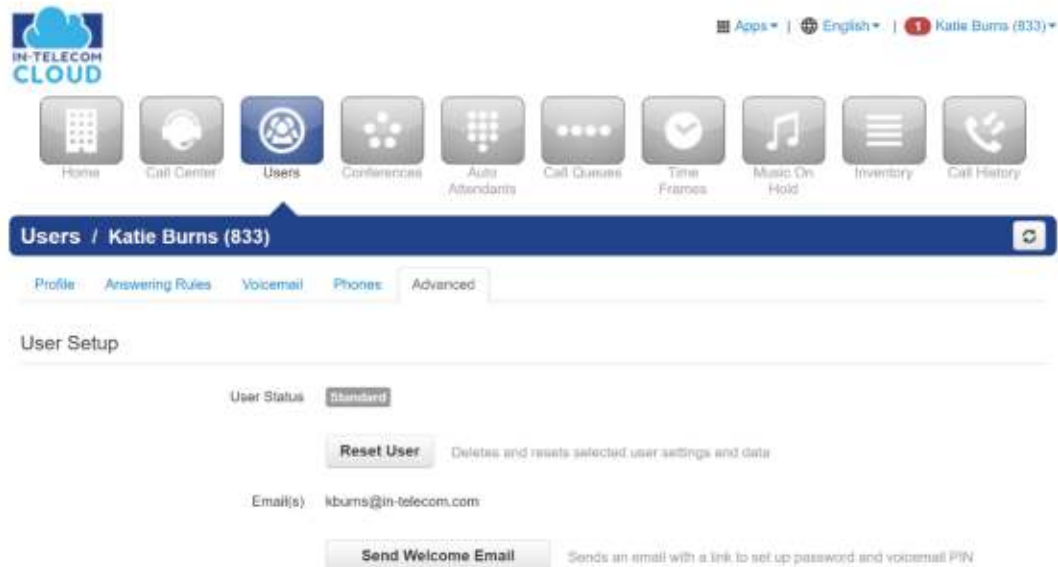
Step 1: Login ITC Cloud Manager Portal

- Select Users Tab



Users

- Select Username
- Select Advanced



The screenshot shows the ITC Cloud Manager interface. At the top right, there are navigation options: 'Apps', 'English', and a user profile for 'Katie Burns (833)'. Below this is a row of icons for various features: Home, Call Center, Users (selected), Conferences, Auto Attendants, Call Queues, Time Frames, Music On Hold, Inventory, and Call History. A blue header bar displays 'Users / Katie Burns (833)' and a refresh icon. Below the header, there are tabs for 'Profile', 'Answering Rules', 'Voicemail', 'Phones', and 'Advanced' (selected). The main content area is titled 'User Setup' and includes a 'User Status' dropdown set to 'Standard'. There are two buttons: 'Reset User' (with a tooltip: 'Deletes and resets selected user settings and data') and 'Send Welcome Email' (with a tooltip: 'Sends an email with a link to set up password and voicemail PIN'). The email address 'kburns@in-telecom.com' is displayed above the 'Send Welcome Email' button.

- Select Send Welcome Email

Step 2: System Sends Welcome Email to User

WELCOME!

Katie Burns,

We're excited to get you started with your phone system and you're just a step away from completing setup of your account. Here's your account information:

Login

833@In-Telecom.com

Extension

833

Phone Number

(985) 661-2017

Complete your account setup by creating your password and voicemail PIN with the button below! You have 3 hour(s) from the time this email was sent to complete your account setup before the link expires.

Complete Setup

If that doesn't work, copy and paste the following link in your browser:

https://portal.in-telecom.com/portal/sets2a?h_code=45e20a985507d4f67441c865d52&username=COMeCFuV9tGj920v729

- Select Complete Setup

New User Credentials

Please set a new password and voicemail pin to continue.

New Password

Minimum length of 8 characters, minimum of 1 capital letter(s). Your extension cannot be part of your password.

Confirm Password

Voicemail PIN

1234

Minimum length of 4 characters.

Save

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Manager Portal | Version 41.1.3

- Enter New Password (Portal Password) (ITC Cloud App Password (If Available))
- Confirm New Password
- Enter Voicemail PIN

Step 3: Portal Access Completed

- Navigate to Portal URL (<https://portal.in-telecom.com>)



- Enter Username Provided in Welcome Email
- Enter Password and click Log In



Login Name

Password

Log In

[Forgot Login Name](#) | [Forgot Password](#)

OR



Log in with Office 365

[Are you a new user?](#)

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