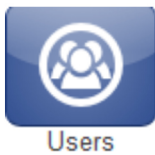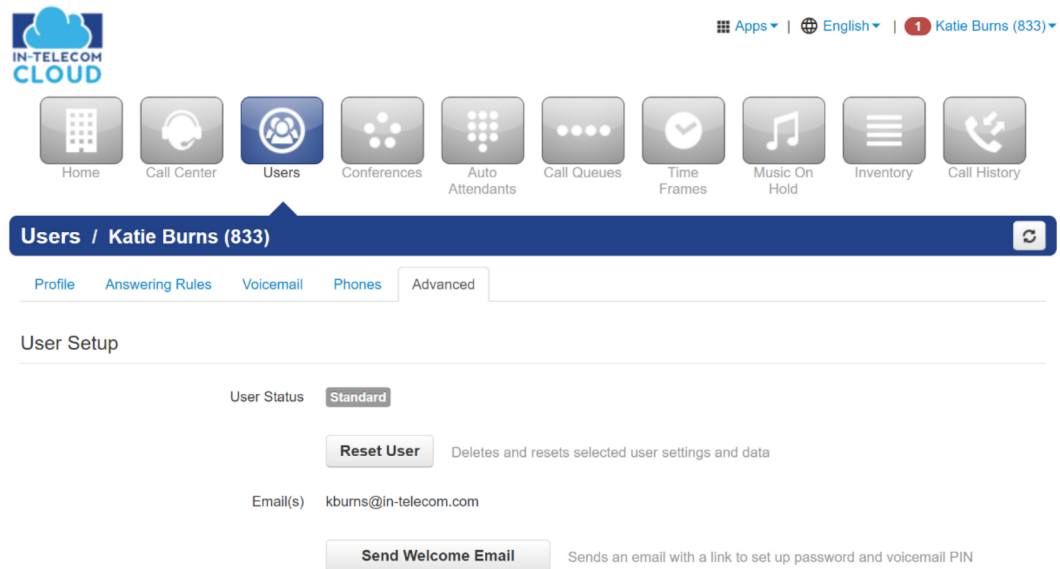# ITC Cloud Welcome Email to New Users

Step 1: Login ITC Cloud Manager Portal

- Select Users Tab

- Select Username

- Select Advanced

- 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.itccloud.com/portal/resets?auth_code=45e2ddd68590f0bf6dbb744bc885d52f&username=ODMzQEluLVRlbGVjb20uY29t

- Select Complete Setup

- 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
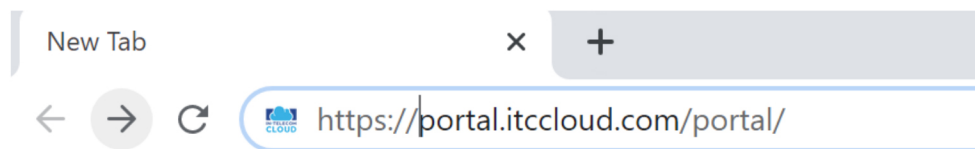
- Enter Username Provided in Welcome Email

- 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?