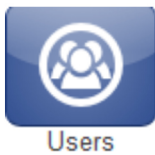


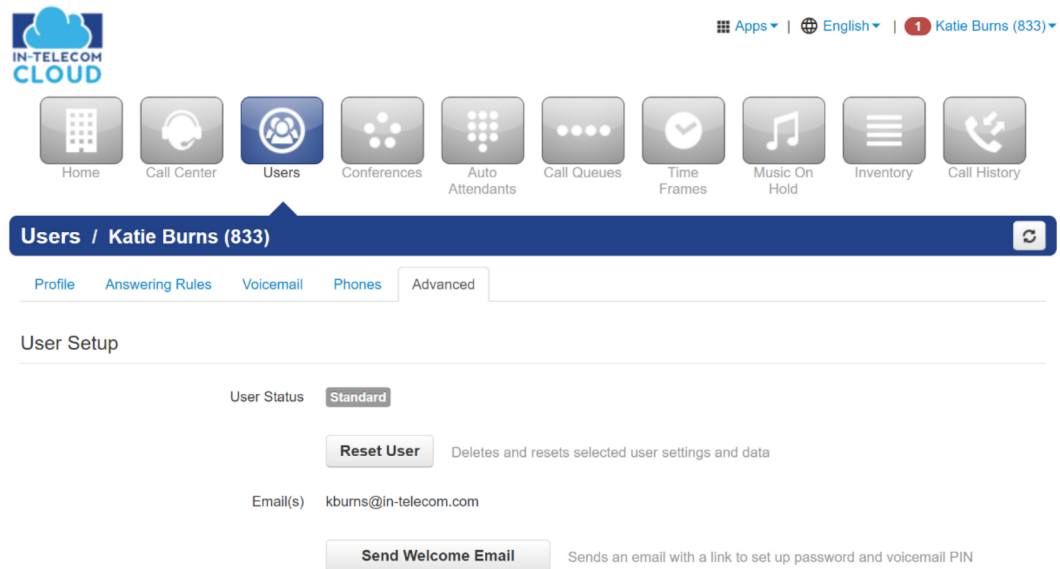
## ITC Cloud Welcome Email to New Users

### Step 1: Login ITC Cloud Manager Portal

- Select Users Tab



- Select Username
- Select Advanced



The screenshot shows the ITC Cloud Manager portal interface. At the top left is the IN-TELECOM CLOUD logo. At the top right, there are navigation links for 'Apps', 'English', and a user profile for 'Katie Burns (833)'. Below the logo is a row of icons for various functions: Home, Call Center, Users (highlighted), Conferences, Auto Attendants, Call Queues, Time Frames, Music On Hold, Inventory, and Call History. Below the icons is a blue header bar with the text 'Users / Katie Burns (833)' and a refresh icon. Underneath the header bar are tabs for 'Profile', 'Answering Rules', 'Voicemail', 'Phones', and 'Advanced'. The 'Advanced' tab is selected. Below the tabs is the 'User Setup' section. It shows 'User Status' as 'Standard'. There is a 'Reset User' button with the description 'Deletes and resets selected user settings and data'. Below that, the email address 'Email(s) kburns@in-telecom.com' is displayed. At the bottom of the section is a 'Send Welcome Email' button with the description 'Sends an email with a link to set up password and voicemail PIN'.

- 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.tcccloud.com/portal/resets?auth\\_code=45e2dd468590f0bf6dbb744bc885d52f&username=ODMzQEtlLVRIbGVib20uY29l](https://portal.tcccloud.com/portal/resets?auth_code=45e2dd468590f0bf6dbb744bc885d52f&username=ODMzQEtlLVRIbGVib20uY29l)

- 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**

Minimum length of 4 characters.

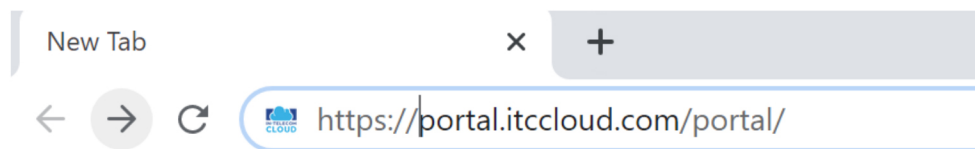
**Save**

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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



# IN-TELECOM CLOUD

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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