

YOUR WELCOME POST ON MS TEAMS AS A “NEW JOINER”

Hello and welcome to CF A!

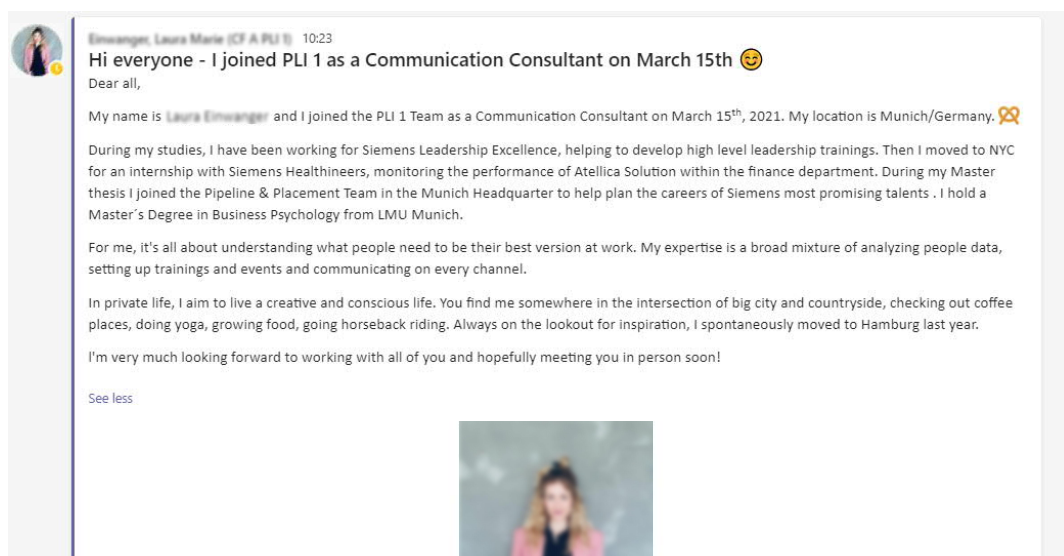
We use MS Teams as our main communication tool. The channel “General”¹⁾ within the overall “CF Assurance” Team was set up to share overall information within our community.

Also, we love when our team is growing. To introduce yourself as a New Joiner to the CF A community, we kindly ask you to publish a welcome post in the channel "General"¹⁾ within your first week with us.

You can use the following questions as an orientation:

- What is your name, start date, Practice and role within CF A?
- What is your (work and study) background?
- What specific skills do you bring?
- What do you do in your spare time?

Please also add a picture to your post. Thank you very much for introducing yourself to the CF A community. We are happy to have you on board!

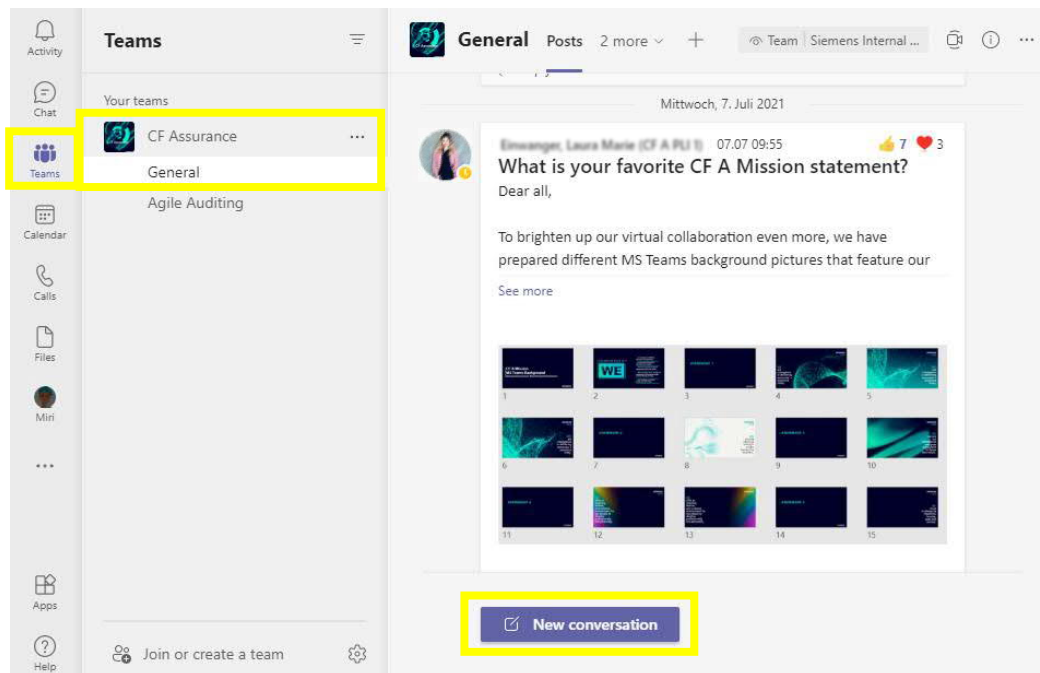


(Example - your post could look like this)

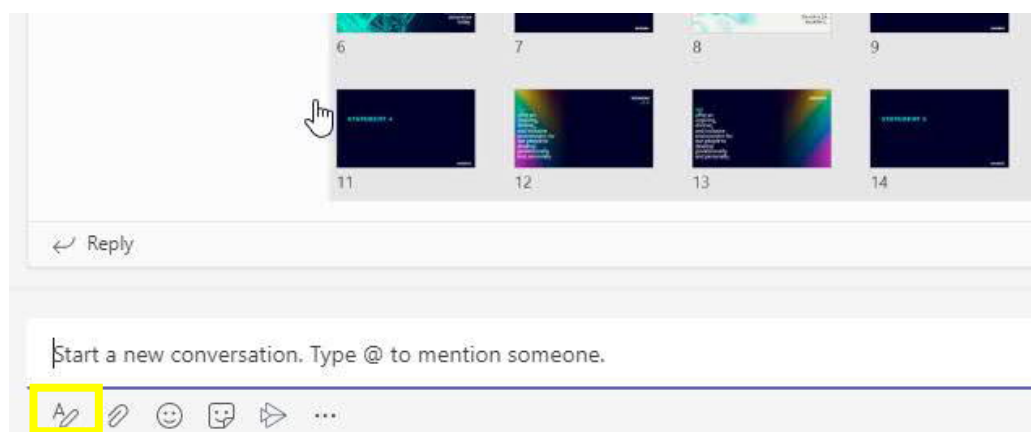
¹⁾ Naming dependent on the individual language settings in MS Teams

GUIDE: HOW TO POST ON MS TEAMS

1. Open “MS Teams” as soon as your IT is set up within your first week with us.
2. You should already be invited to the Team “CF Assurance” and find it in your list. If not, please contact cfa-pli.cf@siemens.com.
3. Click on the channel “General”¹⁾ and on “New conversation” to write a new post.

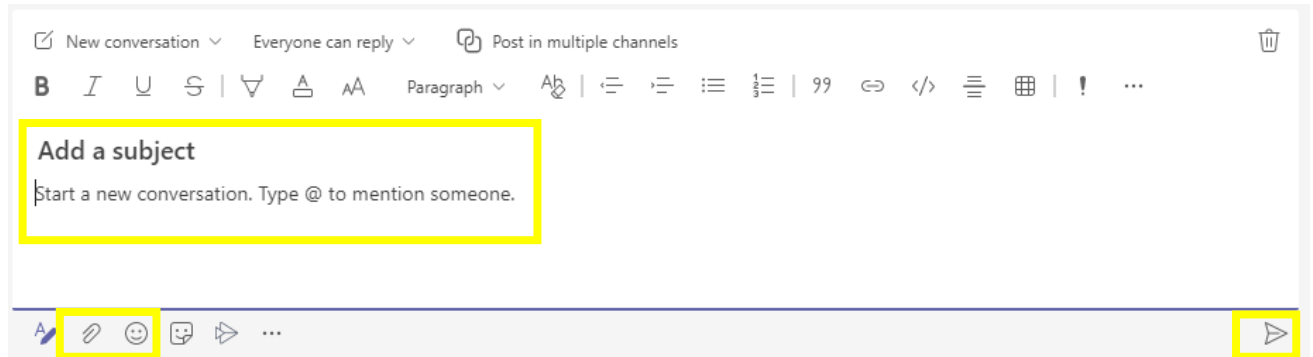


4. Click on the icon “A with pencil”.



¹⁾ Naming dependent on the individual language settings in MS Teams

5. Type your text into the box. The first line (in bold) will be the header of your post. The text below is the regular text. Add a picture using the paperclip icon. You can also add smileys by clicking on the smiley next to it. Finally click on the arrow to publish your post.



6. To receive all the reactions to your post, make sure to set the notifications accordingly. (General information: Setting the notifications needs to be done for every channel individually on MS Teams)

