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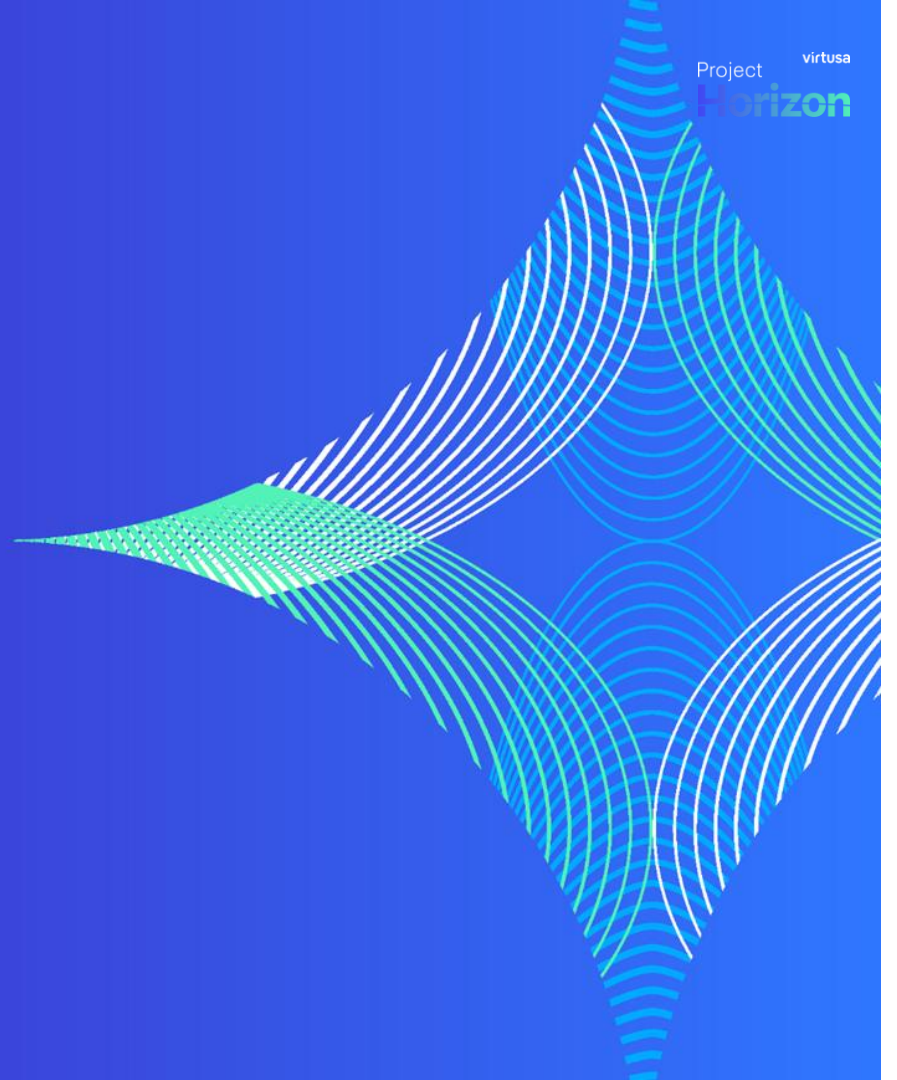
Project Horizon

Day-0 **Onboarding Guide**



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Sensitivity: Internal Use Only

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Welcome to Google Workspace

Your New Toolset

	Communicate	Store & Share	Collaborate	Take Notes
THEN	Outlook, Teams	OneDrive, SharePoint	Word, PowerPoint, Excel	OneNote
NOW	Gmail, Calendar, Google Chat, Google Meet	Drive	Docs, Sheets, Slides, Sites, Forms	Docs

Login to Virtusa environment in 2 Steps

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Step 1 - OKTA Verification

This is a **one time registration** for a user

Steps to follow:

01

Install **Okta Verify** app from **Apple Appstore/Google Play Store.**

02

Click on **'Get Started'** and Select **Next**.

03

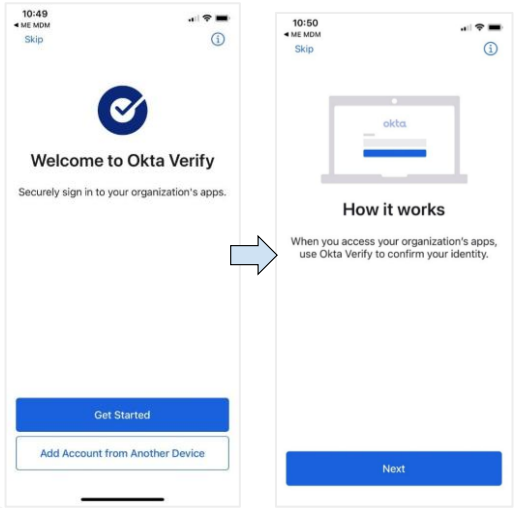
Click on **Add Account** and enter the email URL "https://identity.virtusa.com/"

04

Enter your email address and password.

05

Detailed **step by step guide** : Click here



Note :

- For accessing Google Workspace, you will need to use OKTA for MFA.
- For accessing any other Virtusa applications, you will continue to use **ENTRA** for MFA. You can refer to **this link** in case you need to configure MS Authenticator App.

Step 2 - Login via BYOD Portal

- Go to login.virtusa.com
- On the left Select “**Project Horizon BYOD**” to access the zscaler RBI Portal link.
- Login using Microsoft Authenticator(during coexistence)

Note :

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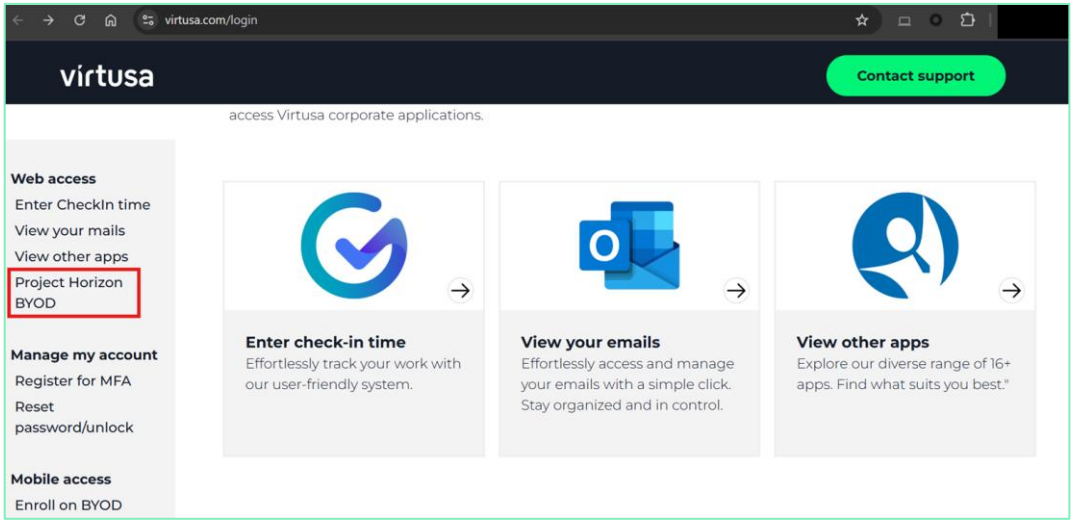
- For accessing any other Virtusa applications, you will continue to use **ENTRA** for MFA. You can refer to this link in case you need to configure MS Authenticator App.



Login to Gmail on your Mobile Devices

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Step 1 : Mobile Device Enrollment

Mobile Device Enrollment:
For mobile access to Gmail follow the step by step guide (Click here) to

1. Dis-enroll your device from existing MDM policy
2. Enroll the device with new MDM Policy.

Devices Supported:

- Apple Devices: The enrolling device must be running iOS 16.0 and above.
- Android Devices: The enrolling device must be running Android OS version 13.0 or later versions.

Step 2 : How to Login

After completing the MDM Enrollment process in your devices, refer to the guides below depending on your mobile device.

Follow this step by step guide for Android :
Click Here

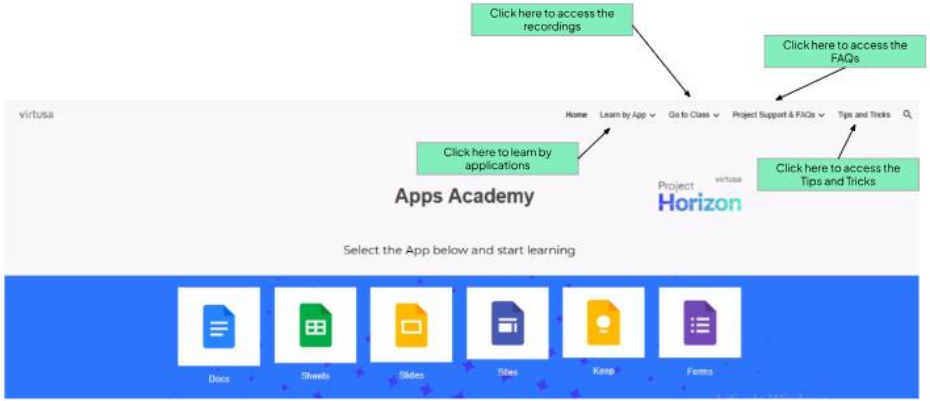
Follow this step by step guide for iOS:
Click Here

Support

Support for Google Workspace :

If have any **How to questions with any features,** you can ask your personalized Assistant **Gemini** https://gemini.google.com

Apps Academy, your go to resource for learning Google Workspace. You can access **Apps Academy** through **emPower** or go to https://sites.google.com/virtusa.com/appsacademy/home



For additional information/issues, please reach out to IT Service Desk by logging a ticket at https://virtusa.service-now.com

Join our Teams channel: Project Horizon War Room
Project Horizon - War Room | Microsoft Teams

Thank You