



Employee on- and offboarding

Onboard new employee

Offboard employee

Microsoft 365 e-mail account

Employee name:

Microsoft 365 license needed:

Please indicate which Microsoft licence is needed.

- Portall Office / M365 Business Premium
- Other Exchange online license

Display name:

*This is the name as shown both internally and externally.
Usually this is [FirstName] [Lastname] | [Company Name]*

Desired e-mailaddress and aliases:

Required information for signature:

Name:

e-mailaddress:

Title:

Workdays:

Phone number:

Access to emailaccounts

Enter the mailboxes that the employee should have access to and whether the person should be given 'send as' or 'send on behalf' rights:

Include in e-mail distributionlists

Enter the distribution lists to which the employee should be added:

Telecommunication

New fixed phone? Yes No Example user:

If yes, please indicate an example user who has exactly the same rights (if possible).

Name of employee

New employee department name:

Which number and extensions should be assigned:

Extension:

Desired outgoing number:

Landline number:

MAC-address fixed device:

New mobile subscription?

Desired subscription:

Blanco SIM-cardnumber

Access to applications

Please enter the applications that must be installed for the employee below:



Access to folders

Please enter the folders that the employee should have access to:

Extra's

Please describe any other services, devices or extra's that this employee should receive:

