

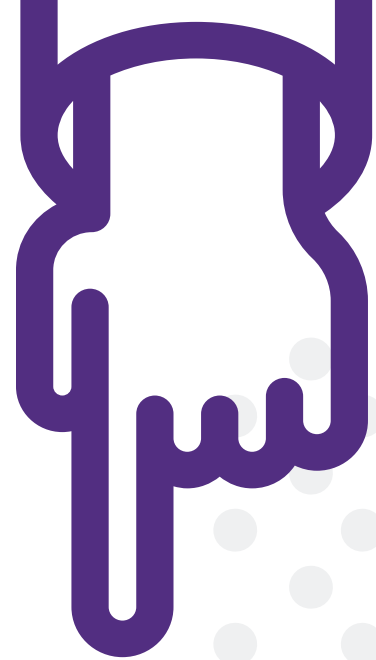


WELCOME
» ABOARD «

.....
MRM // McCANN

PRINCETON

YOUR

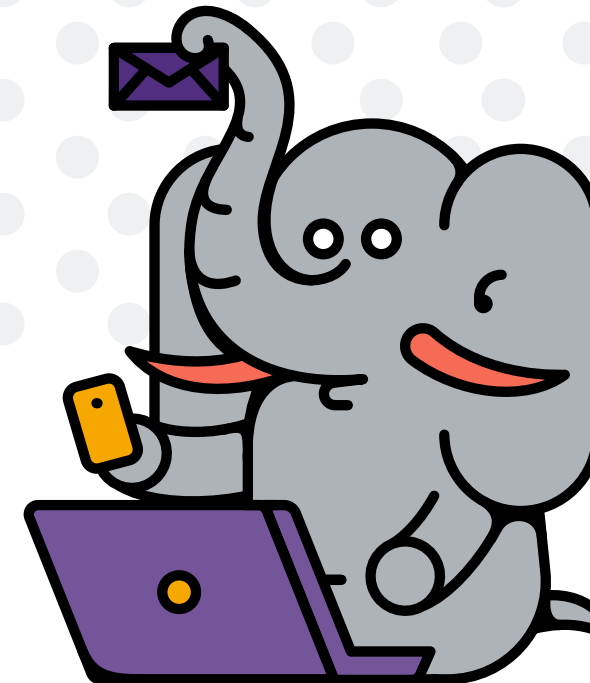


COMPUTER LOGIN:

PASSWORD:

Password format is 8 characters that includes at least 1 cap, 1 number and 1 special character

Note: If your password is due to expire, please change it when you are in the office. If you are outside the office, do not attempt to change your password as it may cause issues. If your password has already expired and you are out of the office, contact us immediately



HOW TO GET TO THE FILE SERVERS:



Mac Users

From the Finder, select
Go > Connect to server
(or use the shortcut keys
Command+K)



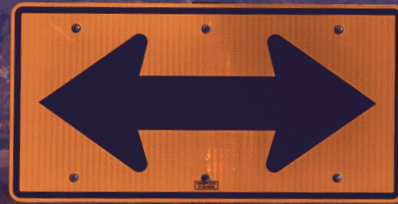
PC Users

Follow the
desktop shortcut



All Users

After you are connected, choose the share you need



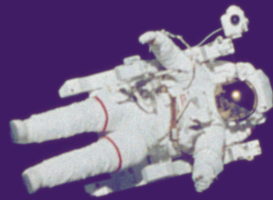
MICROSOFT LYNC & SKYPE FOR BUSINESS

Phone, chat and meeting services are accessed using Skype for Business on a PC, Lync 2011 on a Mac and Skype for Business app on your mobile device

Your login is: `firstname.lastname@na.corp.ipgnetwork.com`

Password is the same as your email password

More Skype/Lync information can be found



Where am I?
Where does the person I'm working with sit?
Is there a seating chart for the building?

.....
You can find the office map via this link:

http://home.mrmprinceton.com/Docs/PRN-105CC-FLOOR_PLAN.pdf

The Phone List has everyone's office location, as well as their extension, at this link:

<http://home.mrmprinceton.com/Phonelist/phonelist.htm>

There is a link to the map from this page as well



How do I get additional supplies?

Send an email to mailservices@mrm-mccann.com

Or visit Jason Johnson on the first floor in Office 100



VPN

Access to VPN (Mac & PC) is available on your company-issued laptop only



On a Mac

Launch the PulseTray icon on your dock to launch Junos Pulse. Click the Pulse icon on your Finder Menu bar (top right) and select MRMVPN > Connect

Your login is: `firstname.lastname`

Password: Your current 8-character password that includes at least 1 cap, 1 number and 1 special character

Most importantly, when finished, click on the Junos Pulse icon and select MRMVPN > Disconnect

ON A MAC

On a PC

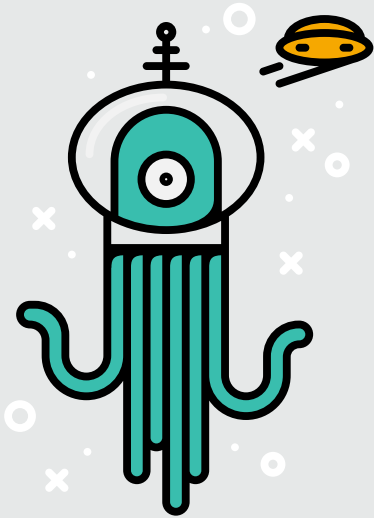
Click Start > Programs > Juniper Networks > Network Connect 7.3 > Network Connect. Then within that SW window sign in to <https://vpn.interpublic.com>

Your login is: `firstname.lastname`
Password: Your current 8 character password that includes at least 1 cap, 1 number and 1 special character

You will see the following icon in the task tray showing if you are connected or not.



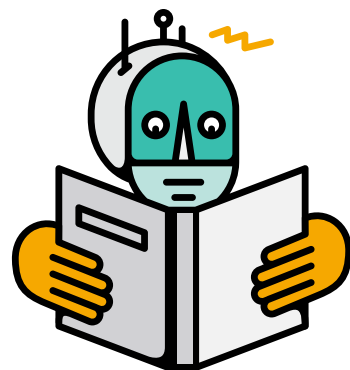
Most importantly, when finished, click on the icon in the task tray and disconnect



ON A PC

If you do not have the Network Connect icon, please look for the “Pulse Secure Application.” It works the same way but is IPG’s new connection application

Here are login requirements for a few other various MRM services that may be helpful to you



Webmail

<http://webmail.interpublic.com>

Your login: ipgna\firstname.lastname

Password: Your current password

1Place

<http://1place.interpublic.com>

Your login: firstname.lastname@mrm-mccann.com

Password: Your current password

WebCargo

<http://webcargo.net/ipg>

Your login: firstname.lastname@mrm-mccann.com

Password: Your current password



OnePass

Any site that redirects you to the OnePass sign-on page

Your login: firstname.lastname@mrm-mccann.com

Password: Your current password

Conference Room Server Access

Click on the shortcut to the server on the desktop

Your login: ipgna\firstname.lastname

Password: Your current password



HERE ARE ANSWERS YOU NEED TO KNOW

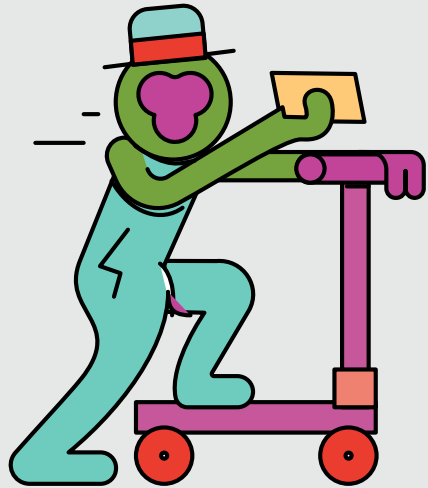


How to get MRM Princeton
office email from home: Go to
<https://webmail.interpublic.com>
Then enter your user
name and password



What to do if a shortcut on your
desktop does not work.
Delete it and create a new one
(If you don't know how, let IT
know and we will show you)

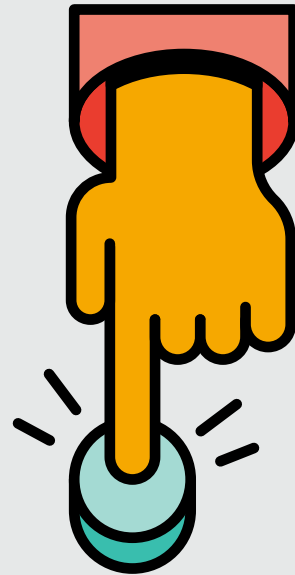




BEST WAY TO GET HELP FAST

Send an email to HELP (help@mrm-mccann.com)
Everyone in the IT department gets these messages and IT HELP is checked before we look at our personal mail or phone messages.

Always use the IT HELP email account. If you send an email to an individual, it may go unanswered for an extended period unnecessarily.



HOW TO MAKE A ZIP FILE

Mac

To create a Zip file (preferred method), control click the file or folder and choose "Create Archive Of" from the menu. SIT and SITX files have become unreliable. Use CleanZip to remove invisible Mac OS files before posting

All Users

To create a Zip file, right click on your file or folder, choose "Send To" and pick "Compressed (Zipped) Folder"

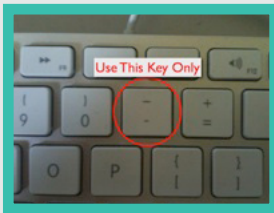
When opening a Zip file, select Uncompress or Extract All

PC

Save the file to the desktop before zipping then place on the server in the appropriate job folder for reliability. Check the integrity of your file by unzipping it before saving, posting or emailing

For further information, check the Information Technology link on the intranet site (home.mrmprinceton.com) and choose FAQ

FILE NAMING RULES



Use only letters, numbers, the underscore (_) and dash (-). Please, no other characters. Please avoid the space bar, as well, when naming a file



Please keep file names short—31 characters max. This includes the file type extension (for example: .psd, .pdf, etc.)

Also, remember to use only one . (dot) in the file or folder name

Example with an unacceptable file name:
[greatwork#2\(3/14/05\).docx](#)

Example with an acceptable file name:
[greatwork2_3-14.docx](#)

For a complete list of the server file directory hierarchy see the attachment for full structure details. If you have any questions check with your team or contact IT HELP

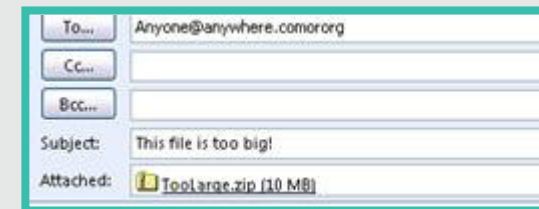


Large Email Attachments

To send or receive large files, do not email them or have anyone attempt to email them to you. Please use MRM WebCargo. It can be accessed from the MRM Princeton home page or links found earlier in this document

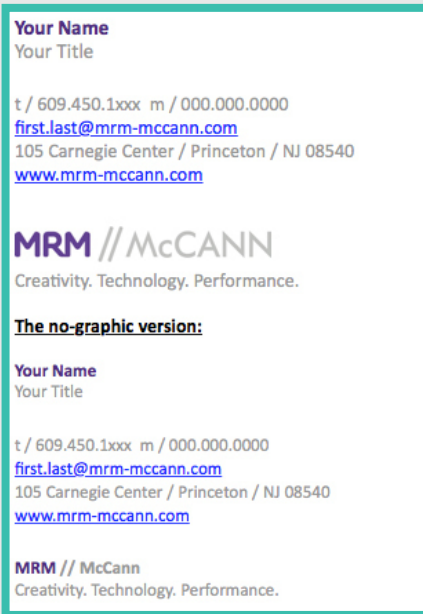
Emailing Attachments

If you are communicating internally, do not email your work files (PowerPoint, PDFs, Word docs, etc.). This not only clogs up your email (pushing you and everyone you send it to over the email size limits), but it makes it hard to keep track of versions. Instead, direct your colleagues to the place the file is saved on the server. If you are communicating externally, keep attachments under 8mb file size



EMAIL

EMAIL SIGNATURE SETUP



Mac

In Outlook, go to Preferences/Signatures then click MRM and add your name and numbers

PC

PC users see "Adding a signature to PC Outlook" attachment

All Users

Do not change the layout, text size, color or format as this is the only approved layout. For your convenience we added the link to the Intranet Home Site (<http://home.mrmprinceton.com>)

Then do the following:

In Outlook:

- Click on "Tools" from the menu
- Then click on "Options"
- Click on the "Mail Format" tab
- Make sure the "Message Format" option is set to HTML

Then:

- Click on the Signature button
- Remove/delete all non-approved signatures from the list
- Select New then name it and on the "Edit Signature" section, paste the copied signature from above

Now edit the following:

- "Your name"
- "Your title," with your approved title(s). If you don't know your full exact title, please ask your manager or HR.
- Office direct number 609-450-1xxx
- Cell number (If you don't want to use your cell you can remove this line)

Do not change the layout, text size, color or format as this is the only approved layout

Setting Outlook to use the Signature

After editing the signature with your name, phone and title, you can check how the signature should be used by editing the options in the "Choose Default Signature" section. Should you have any questions or need help with this, please email HELP

Most of this info can be found on our PRN intranet site at <http://home.mrmprinceton.com/default.htm> under the Information Technology listing

If you have any questions, comments or issues, please feel free to contact HELP (help@mrm-mccann.com)

Thank you,

Your IT Department

"Keeping you calm, cool and connected"

MRM // McCANN

