Technology Support

Download **Chrome** and make this your default browser

- Google Chrome and you should see it being the first option (Chrome works better with our platforms)

Microsoft 365 (Business Premiere Subscription)

Please check your personal email for credentials:

You have been set up with a Microsoft 365 Business Premiere Subscription.

Log into: Portal.microsoftonline.com (Use the credentials that were sent)

Install Office Software (Right hand corner 'Install Office)

If you already have Microsoft products on your computer, you do not have do to this part

Microsoft Products Include:

- Excel
- Word
- Power Point
- Outlook
- One Drive
- One Note
- SharePoint
- Teams

1. Open Outlook and set up your email – Make sure to set up a Signature (Something like this)

Sean Myler
Overtime Athletics Franchise Owner
Email: Sean@otathletics.com
Direct: 720.689.4133
Website: www.otathletics.com/seattle

2. Send Chris Whelan (Whelan@otathletics.com) and Chris Horich (Horich@otathletics.com) test emails from your new account
3. Set up your email on your smartphone (again, set up signature)
4. Send Chris Whelan (Whelan@otathletics.com) and Chris Horich (Horich@otathletics.com) test emails from your mobile phone.

5. Download the Microsoft Authentication APP to your PHONE and set up the authentication using username and password (right hand corner click the + sign).

Teams

You should see an invitation from Teams – This is OTA's office communicator (You can also chat with any franchisee through this platform.
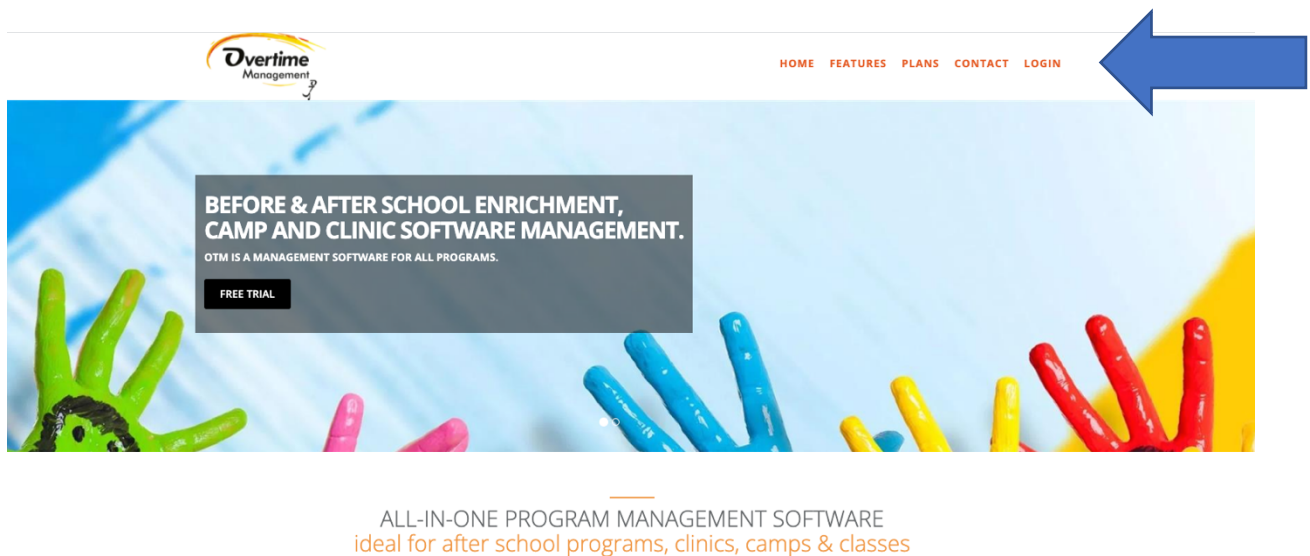
Download this APP to your desktop and phone

To download if the email doesn't prompt you, go back into Microsoft: portal.microsoftonline.com – right hand corner > Install and More > Explore Your Apps > Teams

Overtime Athletics HUB Management Software

Overtime Athletics Proprietary Software 'THE HUB' can be found here: https://otamanage.azurewebsites.net/

Select Login and put in your Credentials (they were sent in email)

Stripe

Stripe is our credit card merchant account – You have inherited an interest rate of 2.5% + .30 per swipe. You will receive an email from HQ to verify your account.