



Quickstart Guide

Littelfuse IT Systems
CPD Employees



Expertise Applied | Answers Delivered

Table of Contents

Quickstart Guide..... 0

Littelfuse IT Systems CPD Employees 0

Introduction and Overview 2

1.0 Establishing Your New Littelfuse Network Account 4

1.1 How Your Network Account Is Used (Applications and Systems) 4

1.2 Reset Your Password 4

2.0 Applications 5

2.1 Setting Up Your Littelfuse Email/Microsoft Outlook Mailbox..... 5

2.2 Skype (Lync) 5

2.3 OneDrive 6

2.4 SharePoint 6

2.5 WebEx..... 6

2.6 Citrix Published Applications 6

2.7 Telephones 7

2.8 File Shares..... 7

2.9 Hardware Devices..... 7

2.9.1 PCs 7

2.9.2 Mobile Phones..... 7

2.9.3 Printers or Multi-Function Printers 8

3.0 FAQ 8

Introduction and Overview

Welcome to Littelfuse!

This Quickstart Guide is intended to provide you with instructions on how to setup and access various Littelfuse IT systems. This includes step-by-step procedures on how to obtain your network credentials, setup your new Microsoft Outlook mailbox and access additional online Littelfuse applications and resources.

While comprehensive in terms of getting you started, we recognize the documentation provided is not an exhaustive “how-to” manual for all Littelfuse IT applications and systems. You may encounter additional questions along the way. We understand that, and look forward to working together in addressing any questions or concerns you may have over the coming days and months.

The Onboarding Process

Over time, you will be transitioned from your current IT network and systems. Access to your existing systems and resources will continue to be available for a limited period of time. The amount of time may vary from application to application.

Access to the TE network will be available until the point that your applications, email, and data have all been migrated to the Littelfuse network. This process will occur over the upcoming year. Additional details will be communicated as they become available.

What this means to you

We expect minimal disruption to your work processes during this transition. As previously mentioned, access to existing applications and resources will continue to be available for a period of time.

Day 1 Activities

You will receive an email with the subject “Littelfuse Account Setup and Information”. Please follow the instructions provided. It’s important to complete the following tasks as soon as possible:

1. **Establish your Littelfuse network username and password credentials** *(5 to 10 minutes)*
 - Reset Password, Verify Outlook Contact Information
2. **Setup and configure your Littelfuse email mailbox** *(20 to 30 minutes)*
 - Create new LF email profile, Create LF signature, Add TE mailbox to new LF profile, Recreate any future meetings in the new Littelfuse calendar.
3. **Setup your WebEx conferencing services** *(15 to 20 minutes)*
 - Install WebEx Productivity Tools, Setup WebEx Profile

We are aware that some of you, particularly those located in Japan and Korea, are unable to install software or make changes to your PCs. Because of this and the fact that mailbox (Outlook) and conferencing (WebEx) configurations can be challenging, we will be reaching out to each of you to personally to assist with this process and confirm you have transitioned successfully.

The Littelfuse IT team will be holding introduction meetings over the next several weeks to review the information in this guide as well as give you the opportunity to ask any questions. These meetings will also include training on WebEx conferencing services to help you get started. Please make sure to join one the offered sessions and make yourself available to the IT support technicians as they contact you.

Questions?

Please contact:

TE Central Helpdesk Phone: +1 (717) 810 – 2255 (English Global Support)

China Helpdesk: +86-400-888-0128 or 8-621-67114 (FreeDial)

Japan Helpdesk: +81-44-844-8191 or 8-2000-2255 (FreeDial)

1.0 Establishing Your New Littelfuse Network Account

An email will be sent containing your new Littelfuse username and password. Please follow instructions to reset the initial password as soon as possible. It is recommended to do this before setting up your new Littelfuse Outlook email profile, mobile device email or WebEx profile.

1.1 How Your Network Account Is Used (Applications and Systems)

- This account will be your primary login for all systems hosted by Littelfuse IT including Email in MS Outlook and mobile devices, Littelfuse Citrix Applications and WebEx Conferencing Tools.
- You will continue to use your existing TE login credentials for your PC and TE provided applications until they have been migrated to the Littelfuse network.

1.2 Reset Your Password

- The Littelfuse IT Selfhelp application will allow you to reset your initial password as well as update Outlook Contact details such as Office, Location Address, primary and mobile phone numbers. An instruction guide has been included [here](#)
 - Upon accessing the site for the first time, you will be prompted to setup 3 security questions which will allow you to unlock your account or change your password in the future.
- Please visit the following URL to access the Littelfuse IT Selfhelp [Littelfuse IT Selfhelp](#)
- You will need to make sure you are connected to the corporate network from within a facility or VPN connection.
- Littelfuse network password requirements:
 - Length - 8 characters minimum
 - Complexity -
 - Passwords must contain characters from three of the following five categories:
 - Uppercase, Lowercase, Numbers, Symbol and Unicode
 - Passwords must not contain your Account Name or Full Name
 - Age - Must be changed every 180 days
 - History - 6 passwords remembered

2.0 Applications

2.1 Setting Up Your Littelfuse Email/Microsoft Outlook Mailbox

A Littelfuse email account will be created for you to begin using starting Day 1. Outlook clients will be configured for access to both Littelfuse and legacy accounts. Associates are asked to begin using the new Littelfuse email profile as soon as possible, for sales team members this will be required by the end of the first week. Instructions on how to add this new email account to your Outlook profile are included [here](#). If you need additional help with this process please contact the TE Helpdesk.

- Your TE email will be forwarded to the new Littelfuse email account.
 - You will still have access to the TE email account for a 60 day transition period.
- Calendar entries are not being migrated over to the new Littelfuse mailbox.

Note: We strongly suggest using your Littelfuse calendar for any new meetings after Day 1, including rescheduling any reoccurring meetings. The new meetings will also require the use of WebEx conferencing services.

- Contacts are being migrated
- Tasks are being migrated
- Any archived emails on your TE email profile will need to be added to the Littelfuse email profile.

Note: Archived emails are typically saved in a .pst file format. These archived or "PST" files will vary in size depending on the number of emails contained within them. The stored location of these files may also be different from user to user.

- Please update your email signature per the guidelines provided [here](#).

2.2 Skype (Lync)

TE provided Skype (Lync) environment will continue to be available. Federation between TE and Littelfuse networks has been established to allow instant messaging and voice call communications with TE and Littelfuse employees. This will be available throughout the TSA period.

- Skype (Lync) Outlook Calendar integration for scheduling meetings will no longer be available in the new Littelfuse email profile. As an alternative WebEx conferencing services should be used.
- Littelfuse contacts need to be manually added to the Skype (Lync) client contact list per the instructions included [here](#).

- Desktop screen sharing features of Skype (Lync) will not work with Littelfuse OCS users. For this WebEx services are recommended.

As your PC is reconfigured for the Littelfuse environment, Microsoft Office Communicator (OCS) will be included, as it is the primary instant messaging tool for Littelfuse.

2.3 OneDrive

Access to your OneDrive cloud storage will continue throughout the TSA period or until these drives have been migrated over to Littelfuse OneDrive environment. Instructions on how to migrate data to the new Littelfuse OneDrive storage location are included [here](#).

2.4 SharePoint

CPD employees will have general access to the Littelfuse Intranet (<https://my.littelfuse.com/>). We will work with department managers and HR as the organizational models are complete to provide appropriate access to new department and project sites.

We are working with TE to migrate CPD departmental and project sites from the TE SharePoint/Intranet. You will continue to have access to these throughout the TSA period.

2.5 WebEx

WebEx is the primary conferencing tool used at Littelfuse. This service is integrated with your new Littelfuse network account username and password.

- WebEx Productivity Tools client will need to be installed on your PC to take advantage of the Outlook Calendar integration for scheduling meetings. Instructions for installing the client are included [here](#)
- For larger meetings, and those where voice quality is a concern, the telephone dial-in or call back features are recommended.
- A quality USB headset is highly recommended for VOIP calls though the PC. Wi-Fi network connection is not recommended for VOIP calls due to potential quality issues.

2.6 Citrix Published Applications

Until the Littelfuse network and PC standardization projects are completed for your location, access to Littelfuse applications will be provided via Citrix environment. This can be done by adding the Littelfuse Citrix server entry to your Citrix Receiver client or

via the Internet Explorer web browser. Instructions have been included on how to access the Littelfuse Citrix environment [here](#).

2.7 Telephones

TE employees will have access to their desk phones for duration of the real estate TSA and/or IT TSA for locations that will be owned or leased long-term.

2.8 File Shares

TE network servers will continue to be available and accessed as normal throughout the TSA period or until the network and PC standardization is complete for each location. Personal drives and department share data will be migrated to the new Littelfuse file servers.

2.9 Hardware Devices

2.9.1 PCs

You will continue to use your existing PC. We will be standardizing these PCs to the Littelfuse network throughout the TSA period and as part of that some PCs will be replaced to be in line with Littelfuse standard PC configurations.

2.9.2 Mobile Phones

Company owned mobile phones will be transitioned over to Littelfuse. We are working with the local carriers to move the financial responsibilities over to Littelfuse and are working on keeping the existing phones and phone numbers. We will be communicating these plans country by country as the transfer may depend on the local carrier rules. In some cases, a new mobile device may be necessary as required by the local carrier and will be communicated as these are identified. Instructions on configuring your Littelfuse email on the mobile device are included [here](#).

- As the devices are transition over to Littelfuse accounts, mobile applications provided by TE will be no longer accessible.
- All TE data and applications will be removed from device as part of this process.

2.9.3 Printers or Multi-Function Printers

Printers will continue to be accessed as normal until the Littelfuse network and PC standardization projects are completed for each location. Details on how to connect to the devices when the project is complete will be provided.

3.0 FAQ

Who do I contact for support?

Until instructed differently, you should contact the TE Helpdesk for support. If your support question has to do with a Littelfuse managed system like for example email, the TE helpdesk will forward your request to the Littelfuse team. Still the TE helpdesk is your first point of contact. Later this year once you receive a Littelfuse managed PC, is when you start contacting the Littelfuse Helpdesk. But you will receive clear instructions with contact details, when that moment comes.

TE Central Helpdesk Phone: +1 (717) 810 – 2255 (English Global Support)

China Helpdesk: +86-400-888-0128 or 8-621-67114 (FreeDial)

Japan Helpdesk: +81-44-844-8191 or 8-2000-2255 (FreeDial)

Who should contact for new Hardware (PCs, Mobile) or Software requests

Service requests for new hardware and software should continue to be placed with the TE helpdesk. Agreements between the TE helpdesk and Littelfuse helpdesk are established to process these requests. As your PC is standardized to the Littelfuse environment a new request process for contacting the Littelfuse Helpdesk will be communicated.

How long will I have access to my existing applications and accounts?

Email – Depending on your role you will have access from 1 week to 60 days.

TE Network Account- Access to the TE network will be allowed until the point that your applications, email, and data have all been migrated to the Littelfuse network. This will be occurring over this year and more will be communicated as these details become available.

TE Hosted Applications –Access to applications on the TE network will be allowed during the time of the TSA. The Littelfuse team is evaluating each application and will work with the teams to determine the best integration path.

General Information Policies and Procedures

Please see our [Technology Usage Policy](#).