

# Web Portal Usage Instructions

Dear Team Members,

Welcome to our new web portal! Please follow these instructions to get started:

## Accessing the Portal

1. Visit the portal at [www.example.com](http://www.example.com).
2. Log in using your company credentials.

## Navigating the Portal

Once logged in, you will find the following sections:

- **Dashboard:** Overview of your tasks and notifications.
- **Resources:** Access to important documents and tools.
- **Support:** Contact information for IT support.

## Support

If you encounter any issues, please reach out to the IT department at [support@example.com](mailto:support@example.com).

Thank you for your cooperation!

Sincerely,

Your Management Team