# Onboarding Overview

In a nutshell, onboarding is where our team work with you to get your intranet set up and ready for your company-wide launch. As part of your discussion with our Sales team, you would have purchased "assistance and training hours". These hours are crucial for helping you get the most out of your intranet.

During this time, you will have guided sessions with our onboarding team, who will help you get your intranet ready to be used by your wider community. You can use these hours however you wish, and we'll track everything via a Google spreadsheet that we will share with you following our first call. (Please note that meetings, sessions, and implementation will be deducted from these hours.)

Please feel free to download our Onboarding brochure here.

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