



Welcome to Office DEPOT!

Please note we have established a Log-in ID and Password for you in the Office Depot ordering system. Effective today, you can begin utilizing your new account. Instructions are listed below on how to access your account and quick reference user guide attached to this email.

**HOW TO ACCESS YOUR ACCOUNT:**

1. Go to the Office Depot website using the URL: <https://business.officedepot.com/>
2. Once at the Log-in page, you can then proceed with entering your new login ID as instructed below:

**Your Log-in ID is: Your email address**

**Your Password is: Welcome1**

**Please click here to review the recorded user training.**

<https://compucom.webex.com/compucom/k2/e.php?RCID=51ba7b695d71ed451f9e1b1ea51dbaee>

**\*\*Click on this link and then click on view to start the recording\*\***

If you should have any navigational questions or need assistance signing on or if you have forgotten your password, simply refer to our online Help or call our **Internet Help Desk** at: **800-269-6888**.

For inquiries concerning product information, returns or questions concerning your orders, you can contact our **Customer Service Desk** at: **888-777-4044**.

Your Office Depot Account Number is: [will be provided](#)

**Your Office Depot Account Manager is:**

**Krystal Gilbert**  
[Krystal.gilbert@officedepot.com](mailto:Krystal.gilbert@officedepot.com)