Desktop

Click on **Tools** section in the main menu and select Administrator...

Web

Click on Administration section using left-side panel.

Adding users		×
User type		
	FL	0
Standart i	Freelance (i)	Email i
Email addresses		
user@example.com 🗴 10 out of 50 licenses available	user2@example.com	
Join to groups	Activities	
Show users all groups fro	m the universe	

Each email stands for one user. Enter several email addresses in this line to add multiple users.



Desktop

Go to Users tab and click New User Ctrl+N button



Choose the group to which the user and their activity type will be added. Once you have set everything, click Add button



Standard, Freelance, Email.

Go to Users tab and click Add Users button.

Web

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Adding users		×	
User type			
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Email addresses 10 out of 50 licenses available			
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Show users all groups fro	()		

Add Users window will pop up. Select <u>new user type</u> —

Great job, you have added all users!

If you have forgotten someone, click Create more button in this window. Close the window if everything looks good.

