

join

me



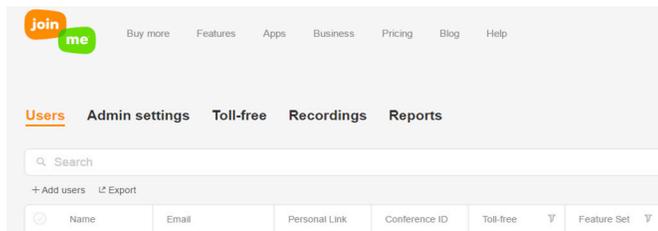
GETTING STARTED WITH THE ADMIN CONSOLE

The **join.me** admin console allows **join.me** users, both paid and free, to add users and manage their accounts. The **join.me** Admin Console scales with your requirements and subscription package to ensure you have the flexibility, control, feature availability and restrictions you need to manage your teams successfully and hassle free.

ADDING USERS TO YOUR ADMIN CONSOLE

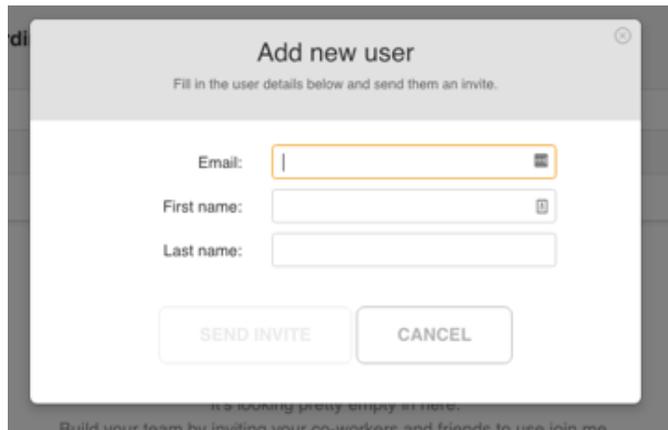
You can add users to your admin console to best manage your team's **join.me** activities. To add a user, click the + Add users icon. Once you add their name and email, an invitation is sent to the user. You can monitor who has been sent invitations and who has accepted.

You can keep track of how many subscriptions you have left with the subscription counter, and you can always buy more as your team expands. With the admin console, you can control both paid and free users on your team, as well as add multiple admins to the account. Owners have access to the console, as well as billing and purchasing information. Additional admins can also manage users, plus run reports and recordings for all users.



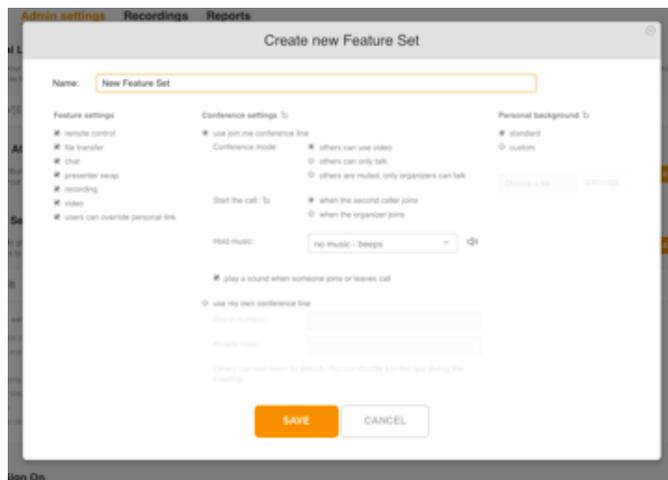
MANAGING USERS IN THE ADMIN CONSOLE

Admin console features are available to all **join.me** PRO and BUSINESS account users. Once users have been invited to your account, you can use the admin console to search for or sort employees based on a variety of criteria, including name, subscription status (free or paid), and custom filters for BUSINESS accounts. Selecting a specific user will give you all sorts of options, such as reminding them to accept an account subscription or switch around which users are paid subscriptions or free users. With SSO capabilities, you can also manage your teams using your SSO platform, improving IT and user productivity and adding that extra level of security.



MANAGING USER FEATURES IN THE ADMIN CONSOLE

Account owners have a variety of options in terms of managing users and features. Account owners can assign multiple admins to the account and invite users. Once invited, your team can head to the start tab to personalize their **join.me** and start their own meetings. If you prefer to control the personalization settings of your team, You can set standardized personal URLs such employee's name and company name for users added under your BUSINESS subscription package for a uniform look. The admin console allows you to sort and organize users to monitor their usage, pull reports and recordings and manage or limit features available to each user. As a BUSINESS admin, you can add custom attributes to help organize your users into groups. Under the Admin settings tab, create new feature sets to customize access and functionality by role or group of users for a consistently branded experience across your company.



Want to learn more about how join.me can help grow your business? Request a demo or call us at 1-877-251-8373.