# LinkWare™ Live

Onboarding Kit **LwL Admin** 



# Step 1: Create a LinkWare Live Account for your company

Go to <a href="https://www.LinkWareLive.com/signup">https://www.LinkWareLive.com/signup</a> and follow instructions

Video Link



## Step 2: Invite Users to LwL



#### **Users**



Name ^	Permissions	Email	License	
Amy Lawrence	User	amy.lawrence@mailinator.com	LinkWare™ Live Essentials	Edit
Becky Thatcher	Admin	becky.thatcher@mailinator.com	LinkWare™ Live Professional	Edit
Joe Harper	User	joe.harper@mailinator.com	LinkWare™ Live Professional	Edit
Tom Sawyer	Owner	tom.sawyer@mailinator.com	LinkWare™ Live Professional	Edit



### Step 2: Invite Users to LwL ... contd.

 Enter user email and click Invite User. Multiple users can be added with a comma



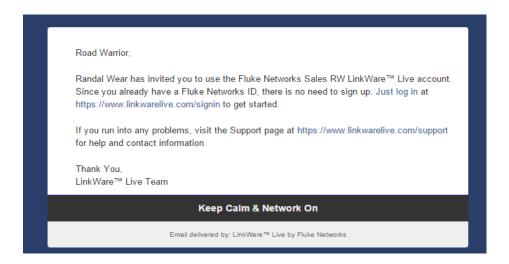
Invited User will receive an email at the specified email address





### Step 2: Invite Users to LwL ... contd.

#### Email looks like



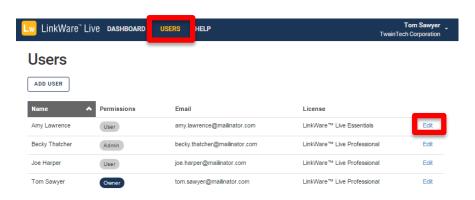
User will have to follow instructions in email to get added to account



# Step 3: Assign LWL Professional License to the user that is responsible for Project Setups

- Click on PEOPLE.
- For the user you want to assign the license, click on Edit
- From the drop down choose LinkWare Live Professional and click SAVE CHANGES

This user will now have the ability to create projects using LinkWare Live Pro



#### **Amy Lawrence**

LinkWare Live Essentials		
LinkWare Live Esse	entials	
LinkWare Live Professional		
amy.lawrence@mailir	nator.com	
SAVE CHANGES	CANCEL	



#### LwL Admin - Checklist

Create LinkWare Live Account
Cicate Linkware Live Account

- Add Users to Account
- Assign LwL Professional license to user responsible for creating projects

