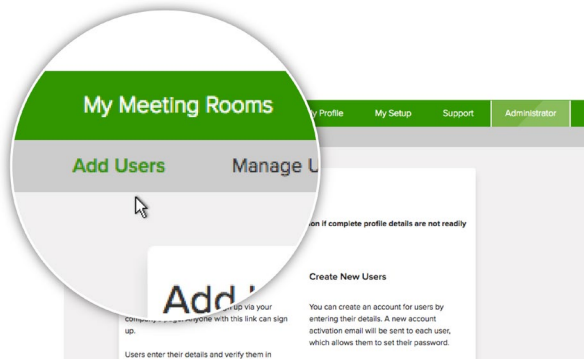LoopUp makes account administration simple and straightforward. Administrators can create and manage users, assign delegates, and review account information easily from my.loopup.com.

Create Users

1. Click **Add Users**
2. Select **Invite Users to Sign Up** to email a link to users to create their own account
3. Or, select **Create New Users** to enter individual user details

Manage Users

Users

- Select **Manage Users**
- View or filter by Active or Terminated
- Click **Export user list to CSV** to download a user list
- Click **Send activation emails** to send or re-send activation emails to users

Edit Individual Users

- Click on a user to edit their name, re-send their password or set additional options*
- Click **Terminate User** to immediately disable a user's account and deactivate their meetings codes
- Click **Sign In** to manage the user's account, call history and recordings

Allow users to auto-provision (via SSO)

If your account is set up with Single Sign-on (SSO), you can enable auto-provisioning.

With auto-provisioning, an account will be created for new users when they attempt to sign into LoopUp for the first time.

*It isn't possible to change a user's email address as we use it to uniquely identify them.
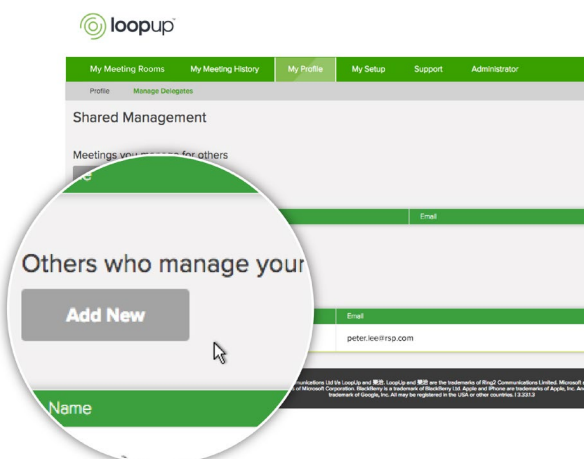
Manage Delegates for Others

1. Under the Administrator tab, select **Manage Users**, choose the host and click **Sign In**
2. Click on **My Profile**, then **Manage Delegates**
3. Under **Others who manage your meetings** click **Add New** and choose a user

If you have multiple delegates to set up, contact support and they will assist you.