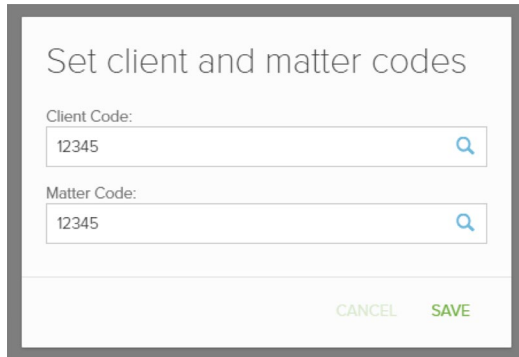# LoopUp Quick Start Guide
Client & Matter Codes

LoopUp makes it easier to enter Client and Matter billing codes in your LoopUp portal before your call starts - numerals only, five characters each. To amend these post-call, visit **My Meeting History**.
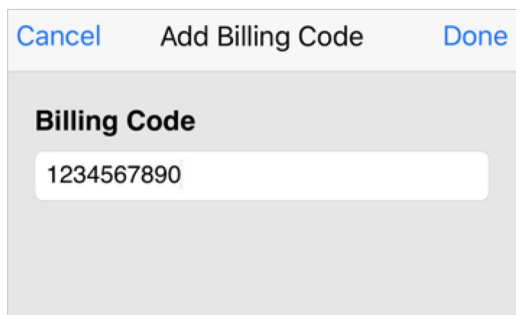

From the Outlook Add-In

○ Sign in to **my.loopup.com**

○ Click **Enter My Meeting**

○ Enter Client and Matter codes separately in the fields on your screen

○ Join your Meeting

Joining via Dial-In

○ Call LoopUp using your provided dial-In number

○ Enter your **Host code** and press #

○ You'll be prompted to key-in a **Billing Code**.

○ Enter your Client and Matter codes as one 10-digit number. EG - "1234567890"

Joining on the iPhone App

○ Open the app and log in

○ Tap to **Join your meeting**

○ Select **Add Billing Code**.

○ Enter your Client and Matter codes as one 10-digit number EG - "1234567890"

Joining on the Android App

○ Open the app and log in

○ Tap to **Join your meeting**

○ Select **Add Billing Code**

○ Enter your Client and Matter codes separately in the fields on your screen