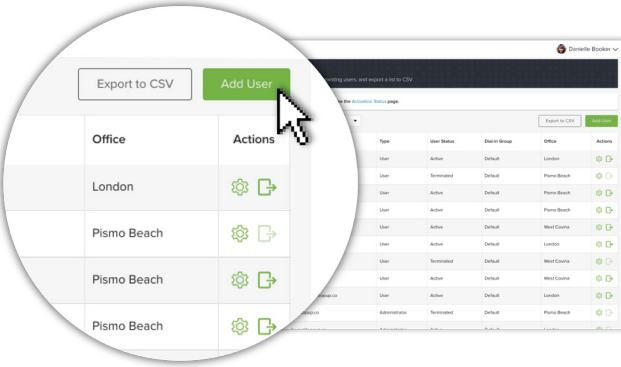


LoopUp makes account administration simple and straightforward. Administrators can create users, manage users and review account information easily from the Administrator area of [account.loopup.com](https://account.loopup.com).



## Create Users

1. Click on **Administrator** tab
2. Go to the **User Management** tab
3. Click **Add User**
4. Select **Invite Users to Sign Up** to email a link to users to create their own account
5. Or, select **Create a New User** to enter individual user details

## Manage Users

### Users

- Click on the **User Management** tab to see a list of Active and Terminated users
- Click **Export to CSV** on the **User Management** page to download a user list
- To send or resend activation emails to users, click the **Activation Status** tab in the navigation panel. Select the user(s) from the list and click **Send Emails**

### Edit Individual Users

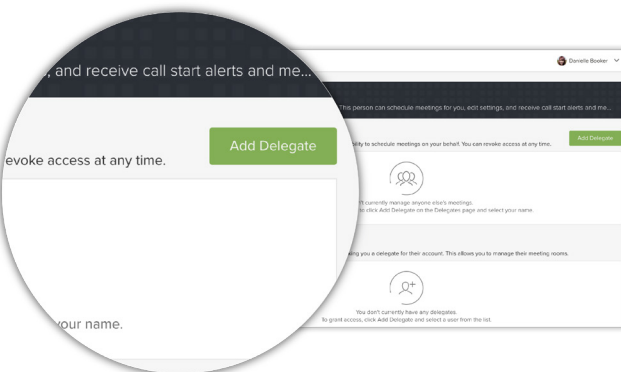
- Click on the edit user icon to access the **Edit User** page where you can edit their name, reset their password or set additional options\*
- Click **Terminate User** to immediately disable a user's account and deactivate their meeting codes

### 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. **Sign in** as the user for whom you'd like to add delegates for
2. Click **Profile & Account**, then **Delegates**
3. Under My Delegates, select **Add Delegate** and choose a user

If you have multiple users for whom you need to add delegates, [contact support](#) and they will assist you.