## How the Admin can Provision a New User

4	Sendit Certified	≡		Q Search mail		×	?		0	Ð
		🗖 Se	ecure Inbox	(						
	New Email			From	Subject	Dessived		Actio		
	Dashboard			FIOIII	Subject	Received		Actio	"	
•	Secure Package 🗸 🗸		A	Robert Downey	FW:test	09/22/2021 06:34:24 PM Asia/Karachi	e	:	Î	
0	Secure Vault		A	Robert Downey	test	09/22/2021 04:50:35 PM Asia/Karachi	e	:	Î	
			R	Sai Maheshwar	RE:Esign demo	09/21/2021 03:39:45 PM Asia/Karachi	e	:	Î	
	Secure Indox		w	William Smith	test	09/20/2021 08:59:01 AM Asia/Karachi		:		
<b>.</b>	Contact		w	William Smith	test	09/17/2021 04:47:45 PM Asia/Karachi		:	Î	
\$	Options 🔨		A	Robert Downey	test	09/16/2021 02:32:05 PM Asia/Karachi	e	:	Î	
θ	Account Settings		A	Robert Downey	test	09/16/2021 02:22:58 PM Asia/Karachi	e	:	Î	
Ħ	Admin Settings		A	Robert Downey	RE: Test	09/16/2021 10:23:59 AM Asia/Karachi	e	:	Î	
Ŧ	Downloads & Tools		A	Robert Downey	Test	09/15/2021 10:50:41 AM Asia/Karachi		:	Î	
€	Logout			Carl Rock	Test	09/13/2021 11:33:40 AM Asia/Karachi	e	:	Î	

→ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".

T	Sendit Certified	=		?	M 🔊	
		🗈 Admin Settings				
	New Email					
::	Dashboard	Company Information User Accounts	Secure Inboxes Outlook Add-In Settings			
•	Secure Package 🗸 🗸	Company Logo		Default User Security Image		
0	Secure Vault					
2	Secure Inbox			2		
•	Contacts 🗸 🗸					
\$	Options 🔨	Upload Company Logo	Upload User Secu	rity Image		
8	Account Settings	CHOOSE FILE	CHOOSE FILE			
	Admin Settings	Company *	Division	Department		
Ŧ	Downloads & Tools	NZT	Enter Division	Enter Department		
€	Logout	Street Address 1	Street Address 2	Country *		
<ul> <li>♥</li> <li>●</li> <li>■</li> <li>●</li> <li>●</li> </ul>	Options     A       Account Settings       Admin Settings       Downloads & Tools       Logout	CHOOSE FILE Company * NZT Street Address 1	Division Enter Division Street Address 2	Department Enter Department Country *		

→ Once you are in "Admin Settings" page select "User Accounts" tab.

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		Admin Settings				
	New Email					
-=	Dashboard	Company Information	User Accounts	Secure Inboxes Outlook Add-In Settings		
-		Account Information	List			Create User
V	Secure Package 🗸	Allowed User				
0	Secure Vault	Maximum: 5 Active: 6	Purchase Add On			
2	Secure Inbox				0	
<b>:</b>	Contacts 🗸				~	·
\$	Options 🔨	First Name	Last Name	Email Address	Status	Actions
θ	Account Settings	Johann	Hill	zpingo01@risaumami.art	Active	10
E.	Admin Settings	Johann	Hill	zpingo01@risaumami.art	Active	1 5
	Downloads & Tools	Gvain	walton	lsaatycomu@gmailwe.com	Active	1 5
Ť	La saut	Gvain	walton	lsaatycomu@gmailwe.com	Active	1 5
Ð	Logout	Brad	smith	htarek.abeed6@gmailwe.com	Active	1 5

→ Once you are in "User Accounts" click on the "Create User" button to create user.

1	Sendit Certified		?		€
		E Admin Settings			
	New Email				
::	Dashboard	Company Information User Accounts Secure Inboxes Outlook Add-In Settings			
Ð	Secure Package 🗸 🗸	Account Information			
0	Secure Vault	First Name * Last Name * Ben Mathew			
	Secure Inbox	Login Information			
:	Contacts 🗸	Email Address * O Confirm Email Address *			
\$	Options 🔨	1dannis@emailbooox.gq 1dannis@emailbooox.gq			
θ	Account Settings	Phone Number *			
I≣	Admin Settings	+1 V 8754685865			
Ŧ	Downloads & Tools		Cancel	Add User	
€	Logout	Account Information List			2

→ A window will open and you need to fill the information in all fields and then click on the "Add User" button.

8	≡			Success!	<b>~</b> <del>~</del> <del>~</del> <del>~</del>
	Admin Settings			User account	added successfully
::	Company Information	User Accounts Secure I	nboxes Outlook Add-In Settings		
•	Account Information L	ist			Create User
	Allowed User			•	
•	Maximum: 6 Active: 8	Purchase Add On			
8				Q	ē III 😤
•	First Name	Last Name	Email Address	Status	Actions
\$	Ben	Mathew	1dannis@emailbooox.gq	Active	10
	Andrew	Adam	4naseryemeneo@codip.site	Active	1 5
0	Johann	HIII	zpingo01@risaumami.art	Active	1 5
▦	Johann	Hill	zpingo01@risaumami.art	Active	1
	Gvain	walton	lsaatycomu@gmailwe.com	Active	1 5

→ Notice the user is created and a success message is shown as "User account added successfully".