

# Managing a Group License

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A **License** allows for account access to be shared by a group of users at a company. One user can be designated as a **Team Manager**, which allows them access to manage their license and the accounts of other employees at your company. New accounts can be created to provide each team member a unique login to the platform. Existing accounts can be managed to update access, change permissions or shut down accounts as needed.

If you have been assigned as the Team Manager, you will see a **Manage Accounts** link in the top right of the platform. Click **Manage Accounts** to access the License setup.

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## Create New Accounts

- Under the "My Team" section, click **Create New Administrator** to create a new Administrator account.
  - Depending on the number of users in your team, you may need to scroll down to see this option.

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- On the "Create Admin" screen, complete the form to setup a new Administrator account.
  - The Email Address field will be used to send system notification related to your presentation. Please use a valid email address.

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- Along the right, choose how the account details will be sent. You (the team leader) will always be included on the account email.

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- Under "Home Folder", click **Change Folder** to choose what folder(s) the Administrator can access.

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- On the "Manage Permissions" screen, complete the setup to assign permissions to the new Administrator account.
  - Next to "Assigned Packages", click **Edit** to update what packages an Administrator can access.

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- Under License Limits, the limits for scheduling an event will display. These settings are controlled by the License settings and cannot be adjusted for each user.

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- Under Security Settings, adjust the expiration date or enable 2-Step Verification on an account.

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## Manage Existing Accounts

- In the "My Team" section, a list of existing Administrator accounts will appear.

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- Click the **X** icon to delete an Administrator account.
- Click the pencil icon to edit an Administrator account.
  - On the "Manage Admin" screen, you can update the Username, Password, Email Address and other contact information associated with an Administrator account.
    - Note: Be sure to click **Save Password** (when updating a password) or **Save Changes** (when updating Username, Email Address or other contact information).
- Click **Manage [Username]'s Permissions** at the top of the screen to update the permissions available to an Administrator.

- Next to "Assigned Packages", click **Edit** to update what packages an Administrator can access.
- Under "License Limits", adjust the limits for scheduling an event.
- Under "Security Settings", adjust the expiration date or enable 2-Step Verification on an account.
- Under "Home Folder", click **Change Folder** to choose what folder(s) the Administrator can access.

## Additional Information

- The "License Details" section will display your License Name, Folder and Client access and the assigned Client Team Manager.

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- The "My Feature Packages" section will display a list of Packages available with your License. Click the arrow icon to display the features included with each Package.

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- The "License Limits" section will display the audience, duration and archive limits associated with your License.

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- The "Security Settings" section will display the License's expiration date and the 2-Step Verification security option.

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