New Administrator
Getting Started Guide

HyperOffice

Your office is just a click away

Dear HyperOffice Administrator,

This is a short overview to help you set up the basic components of your online workplace and customize it for your specific needs. Also remember that you can access the HyperOffice online **Help** engine from within your HyperOffice (in the right top corner) or go to:

http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Welcome.htm and click on show.

Guide for New Administrator
Setting up your Account
Admin Levels

- Your initial account will include a postmaster and a level 1 administrator.
- **Postmaster Account** – The postmaster is a dummy account that you are never charged for and cannot be deleted. This account duplicates all the administrator information entered at set up (same original password).
  - The postmaster is the only account that can assign a user a level 1 administrator.
- **Level 1 Account** - A level 1 administrator holds all the administrative functions of the postmaster except assigning another user level 1 administrative rights.
- To better understand all 3 HyperOffice administrative levels go to: http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Administration_Levels.htm
  Or type administration levels in the help engine index.
- As the **initial user of HyperOffice** you hold all administrative functions, and are a level 1 administrator. The username cannot be deleted or changed and should be your desired HyperOffice email alias.
- Record your login page URL, initial username and password in a safe place.

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Print and Complete the following page for your future reference.

URL	
UserID	
Password	
Account Executive Name And Email	
Account Executive Phone	

For technical questions: support@hyperoffice.com
For account and sales: sales@hyperoffice.com
1.800.434.5136 Option 3 OR 1.301.255.0018 Option 3

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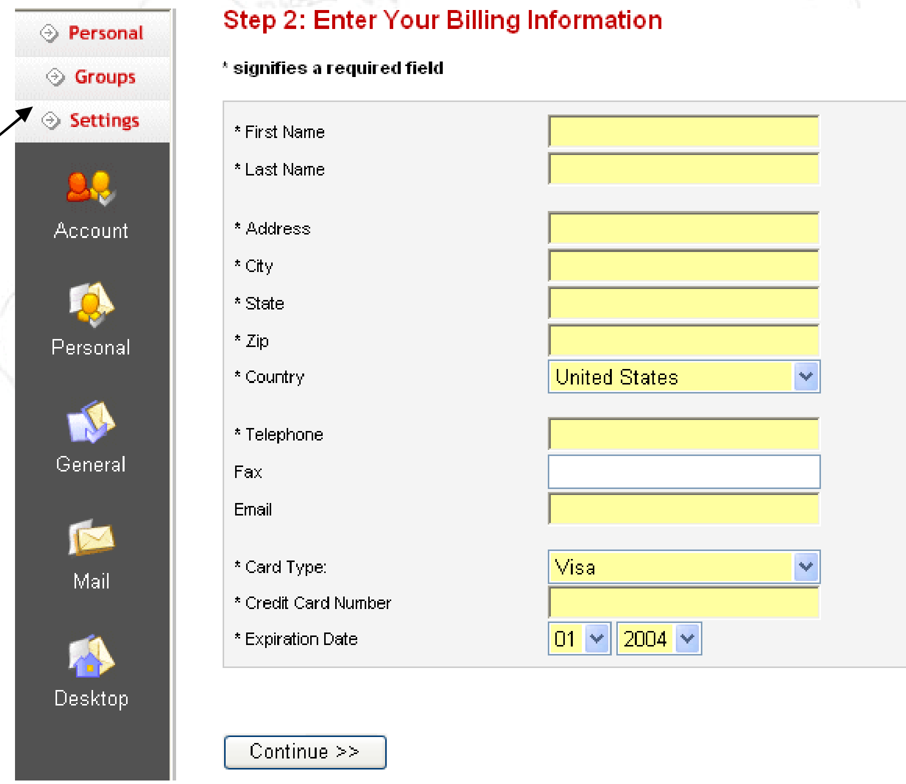
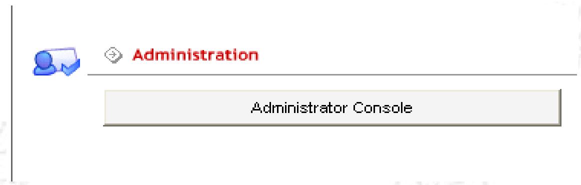
Guide for New Administrator
Your Contact Information

Enter your HyperOffice contact information.
This helps us reach you in case of problems with your account or service.

Click on Settings tab,
Select Account,
Edit Billing Information



- To make any administrative changes to users and to edit site properties, you must use the administrator console. (Users without administrator rights will not have this tab on their personal desktop).



Use the Administrator Console to:

- Edit Site Properties
    - logos
    - signatures
    - messages
- Administration Changes:
    - Add users to your account
    - Add users to groups (you may also add users to groups by sending invitations)
    - Create unique portals for various users, employees, vendors, customers (called portal customization):

Initial Setup of Your Portal

- From personal desktop – click on Administrator Console
- Click “edit site properties” on top tool bar. This will take you to the co-brand customization window.
- The Company Portal Group enables the administrator to set a default group for newly created user accounts. Every new user will be added to this group by default. For example, if your HyperOffice account is called MyCompany, all users will be added to the default group called MyCompany Portal Group unless you disable this feature.
- You can also add a logo to the desktop. This logo will appear on the desktop of all your users.
- If you create an Initial Greeting Message, your new users will receive this greeting from you in addition to the standard HyperOffice welcome letter (username and passwords are in the HyperOffice letter).
- Scroll to bottom of page and click “Modify Co-Brand”
- You are now ready to add users to your portal
- For help in adding users to your portal, type “add a user” in the help search field.

Creating Groups & Adding Users

- Once you have added users to your portal, you can assign them to different groups. The administrator of a group can add, delete, and give permissions to the group.
- Visit this help topic for more information: http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Create_a_New_Group.htm
- For each group that you create, you must set default user permissions.
- Ensure that folder permissions (for group documents) are set at the appropriate level. In the initial configuration of the group, set permissions at the level to which you want *most* of the members of the group to operate. You can then change the permissions for each user within that group (i.e. give more access to some users and restrict access of others).
- Note: Once users are added, permissions must be changed per user basis and not at the group level. Changes made to the group permissions will be applied to new users added to the group and will not affect the current users already in that group.
- Once a group has been created, another user may be assigned the administrator of that group. However, only the creator of the group can delete his/her group.

Check out our most popular features

- **Share and Store Documents**
  http://www.hyperoffice.com/hyperoffice/helpengine/en_US/What_is_it_doc.htm
- **Web folders and HyperDrive**: Drag and drop folders directly into HyperOffice
  http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Modifying_Microsoft_Office_files_directly_in_HyperOffice.htm
- **Manage Contacts**
  http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Using_My_Contacts.htm
- **Manage Projects and Tasks**
  http://www.Hyperoffice.com/hyperoffice/helpengine/en_US/Using_My_Tasks.htm
- **Coordinate Calendars**
  http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Working_with_Calendar_Views_groups.htm
- **Synchronize with Outlook**
  http://www.hyperoffice.com/hyperoffice/helpengine/en_US/Download_Outlook_Synchronization.htm

Use the Help Engine in HyperOffice

- For more information on HyperOffice Administrator Use the Help Engine:
  - Click on Contents
  - Click on Administrator
- You can view training videos using the help engine:
  - Click on Training
  - Select a topic
- You can also print the entire Help manual (360+ pages):
  - Click on Content
  - Click on Print This Manual