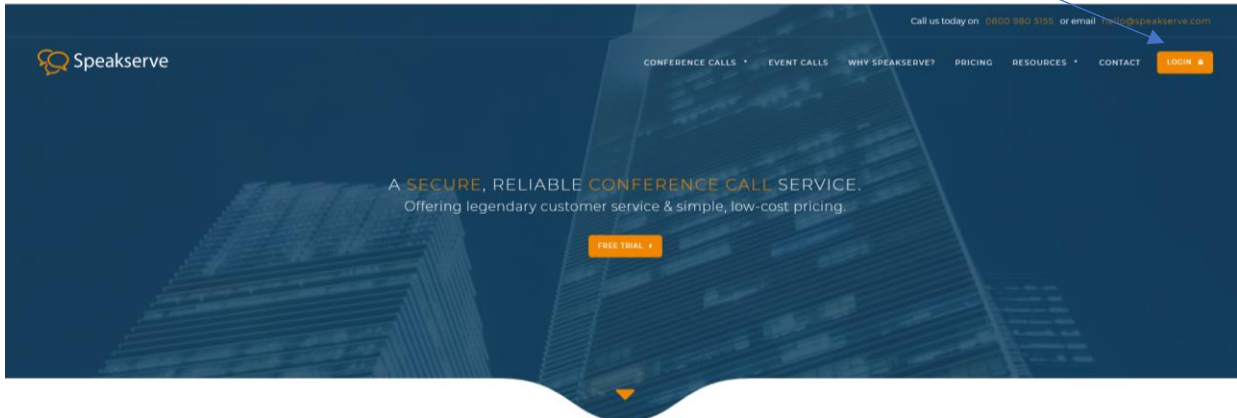


# How to Create a New User

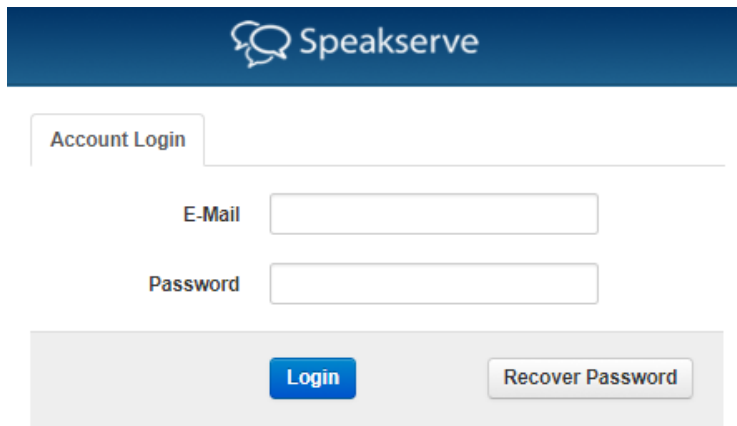
**Access the portal** via the login button on [www.speakserve.com](http://www.speakserve.com)



## CONFERENCE CALLS

Easy to set up service with web-based portal for easy scheduling and management of your account.  
A premium tele-conference solution designed for business.  
Make a Conference Call anytime, anywhere using any device. Meet instantly or invite participants with detailed invitations from your call portal.

You will be taken to the following page, where you can log in with your account details.



The screenshot shows the 'Account Login' section of the Speakserve website. It features a dark blue header with the Speakserve logo. Below the header, the text 'Account Login' is displayed. There are two input fields: 'E-Mail' and 'Password'. At the bottom of the form, there are two buttons: a blue 'Login' button and a white 'Recover Password' button with a blue border.

1. Once logged in, click 'Contacts' from the navigation menu.



2. To register a new user, enter their email address on the right-hand side of the screen and they will receive an invitation via email.

### User Manager

Users Permissions

Email	Status
1christine.butler@speaksolve.com Christine Butler Account Manager	<b>Active</b> Activated: 10:17 2017-10-03

Invite User

You can invite a new user to your account, new users will receive an email with details of how to activate their account.

Email Address:

Send Invitation

3. The user will then receive the following email, from which they can activate their account.

#### Invitation

Hello

You have been invited to join Speakserve conferencing.

[Activate Account](#)

**Note:** You need to activate your account within 24 hours of opening this email. If you do not it will be made inactive and you will have to request another invite.

If you have any other problems, please email [support@speaksolve.com](mailto:support@speaksolve.com)

Kind Regards,

The Speakserve Team

