

How to invite others to your InLoox now! account

After creating your InLoox now! account with your email address, you may invite up to 4 more people to your account during your 30-day free trial period.

IMPORTANT: Make sure you have verified your InLoox now! account. You have received a verification email with a verification link.

You start in InLoox Web App.

1. Click on the **Invite a Person symbol** in the upper righthand corner.



2. Type in the email address of the person you want to invite to this InLoox now! account and select the language of the invitation email (German or English).

3. **Click** on the blue checkmark field to send the invitation.



4. The invited person receives the invitation email which includes the link [Log in](#) that the person needs to click.



Set new password

E-Mail

Password

Confirm password

Set password

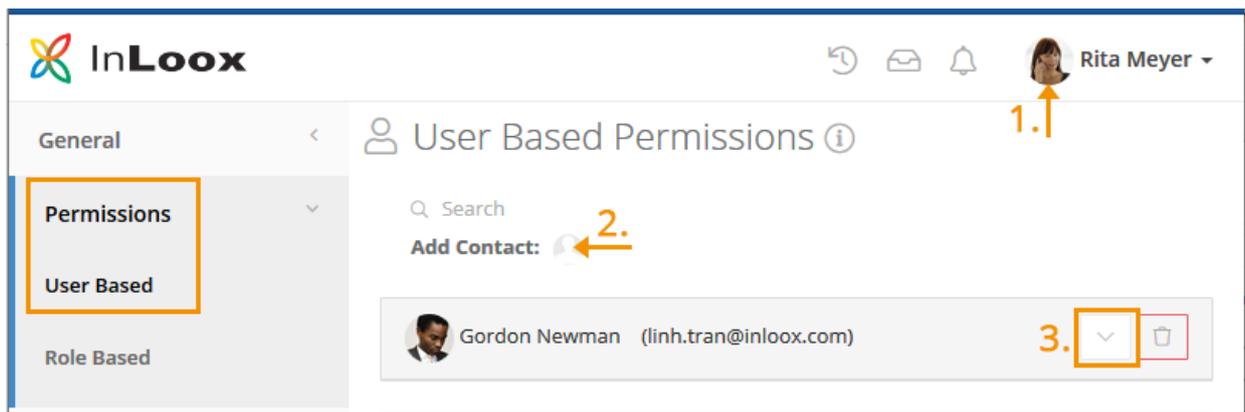
or

Login with Office 365 Account

5. The person is redirected to app.inlooxnow.com where they need to choose a password. Alternatively, they can also use their Office 365 account to sign in.

6. After completion, the person is assigned an **InLoox now! user licence**.

IMPORTANT: You need to assign **user permissions** to the newly invited person. Otherwise, they cannot work with InLoox now!. You need admin permissions to assign permissions to others!



1. Click on your profile in the upper righthand corner.
2. In **Options** >> **Permissions** >> **User based** click on **Add contacts** and select the newly invited person.
3. Click on the white arrow next to the person. You now see every **editing and reading permission** which you can assign.
4. We recommend to assign all permissions during the free trial period.

Using the InLoox Outlook-Client

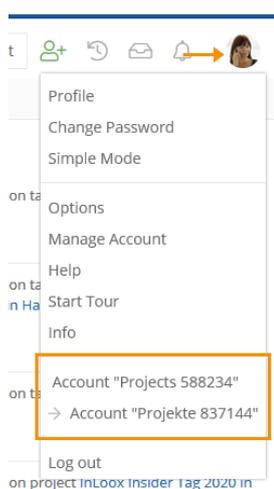
1. In InLoox Web App, click on the **Outlook Client** field in the upper righthand corner.



2. An **.exe-file** is downloaded. Double-click the .exe-file and click **Run**.
3. Agree to the InLoox licencing terms and click **Install**.
4. The installation may take a few seconds. Make sure that Microsoft Outlook is closed!
5. After the setup is completed, click **Start**. Microsoft Outlook opens and the **InLoox configuration wizard** opens.
6. Select InLoox now!, enter your email address and click on **Next**.
7. Enter your password in the **InLoox now! login window** or use your Office 365 account.

Switching between InLoox now! accounts

To ensure that everyone works together in the same InLoox now! account, please make sure that you and your team members have selected the same InLoox now! account.



In InLoox Web App:

1. Click on your profile in the upper righthand corner.
2. At the bottom of the menu you see all InLoox now! accounts that you have created with your email address and password.
3. Select the account in which you want to work.

In InLoox for Outlook:

1. In Outlook, click on **File**.
2. Then click on **InLoox now**.
3. Click on the arrow next to More Accounts and select the InLoox now! account your want to work in.

