iSIFT USER MANUAL

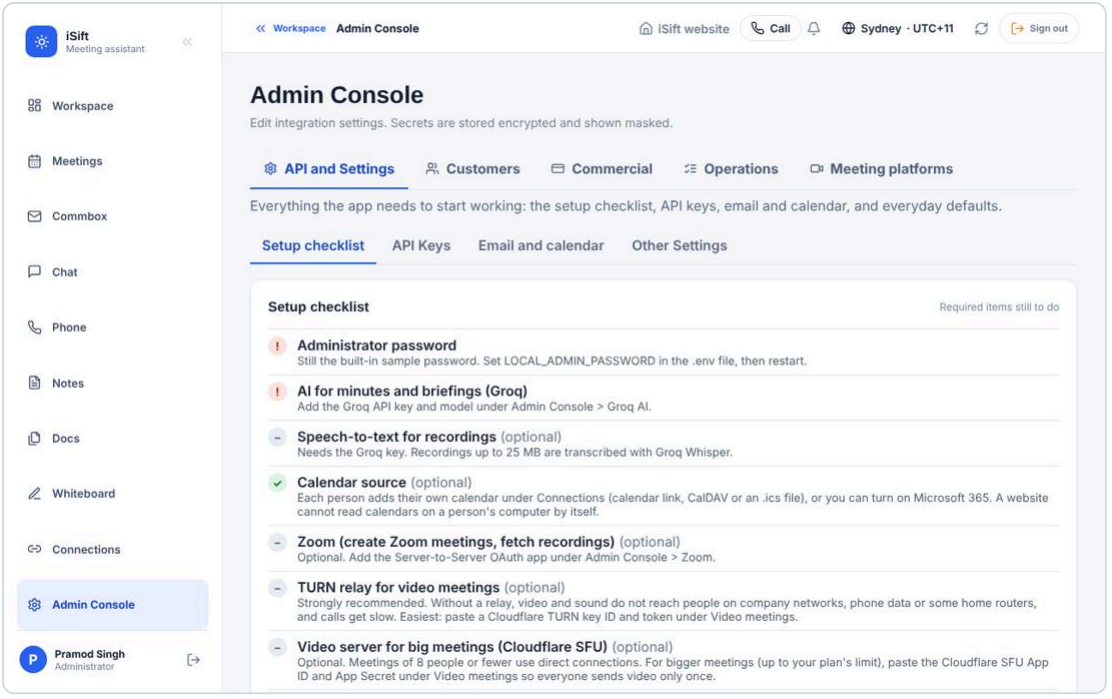
Administration

For administrators: set up the workspace, decide who can use what and keep integrations working.

1. Admin Console
2. People and plans
3. Switch modules on or off
4. Meeting platforms

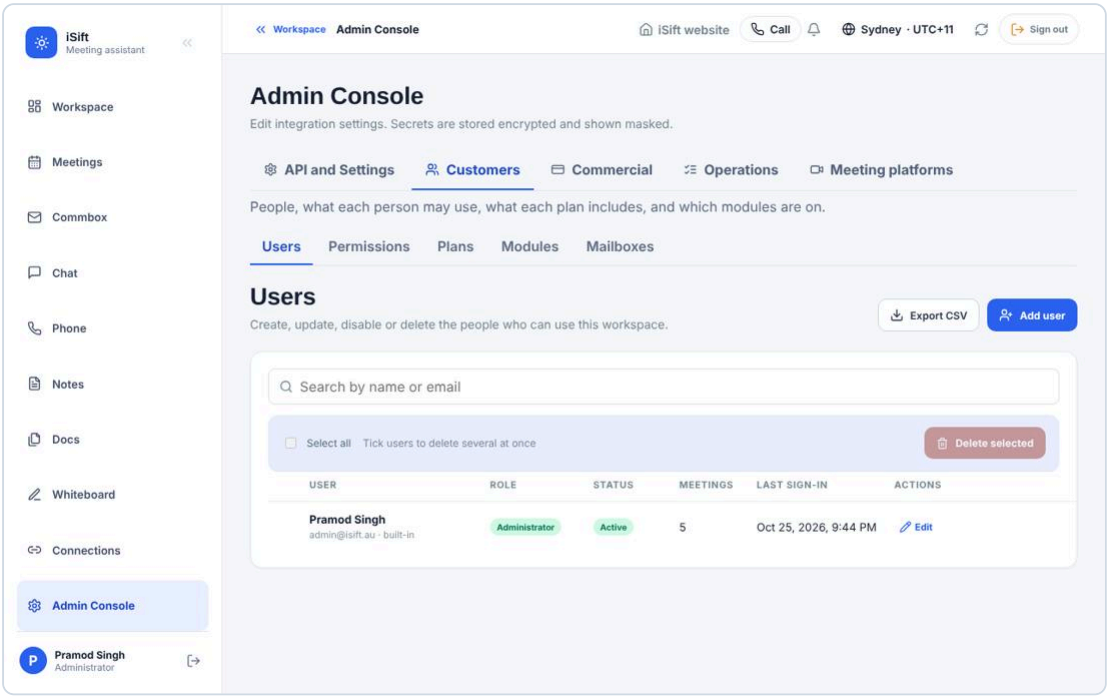
1 Admin Console

Open Admin Console. The Setup checklist lists what still needs doing, such as the administrator password, mail sending and the video server.



2 People and plans

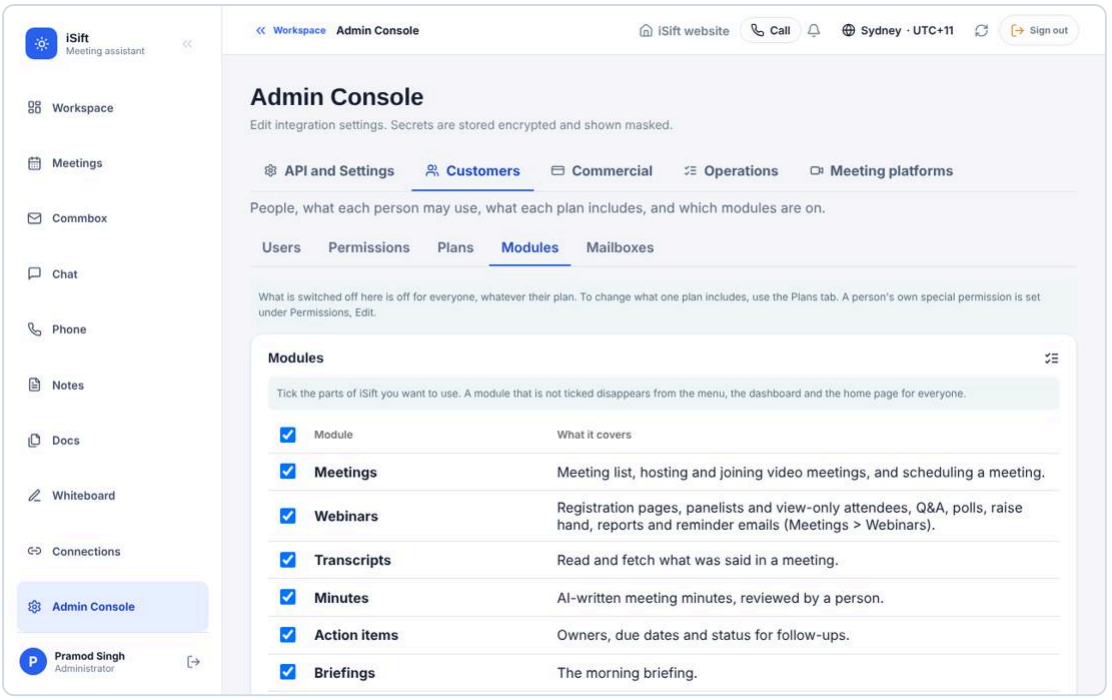
Under Customers: Users (add, disable or delete people), Permissions, Plans, Modules and Mailboxes.



3 Switch modules on or off

Modules lists every part of iSift, including Webinars. Untick one and it disappears from the menu, dashboard and home page for everyone.

> **Good to know:** Allow webinars for a single user under Users, Edit.



4 Meeting platforms

Connect Google Meet, Microsoft Teams, Zoom and the video server for big meetings. Secrets are stored encrypted and shown masked.

