

Account Setup

- [Creating an account](#)
- [User roles and permissions](#)
- [Team management and collaboration features](#)

Creating an account

Once your Adctv Studio account is set up by the Account Servicing team, it will come with default settings. You can edit these settings as per your needs.

To begin running your campaigns, visit your Adctv domain and log in using your email ID and password.

On the Dashboard, go to the left-hand navigation bar and click on your name. Then, select User Profile. Here, you'll see your account details, such as Name and Email ID.

You can also add your Contact Number or update any of the information as needed.

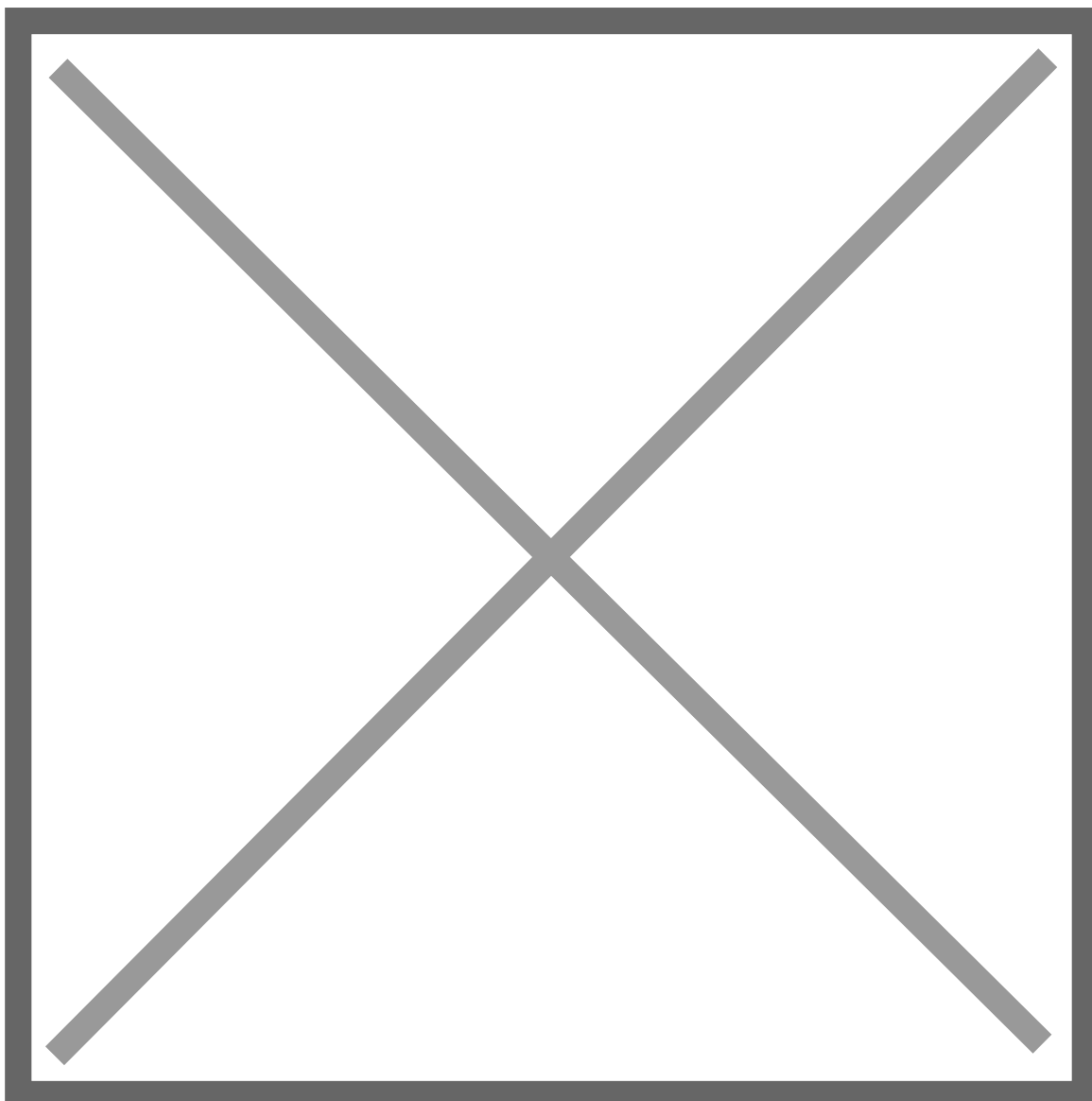
User roles and permissions

Team management and collaboration features

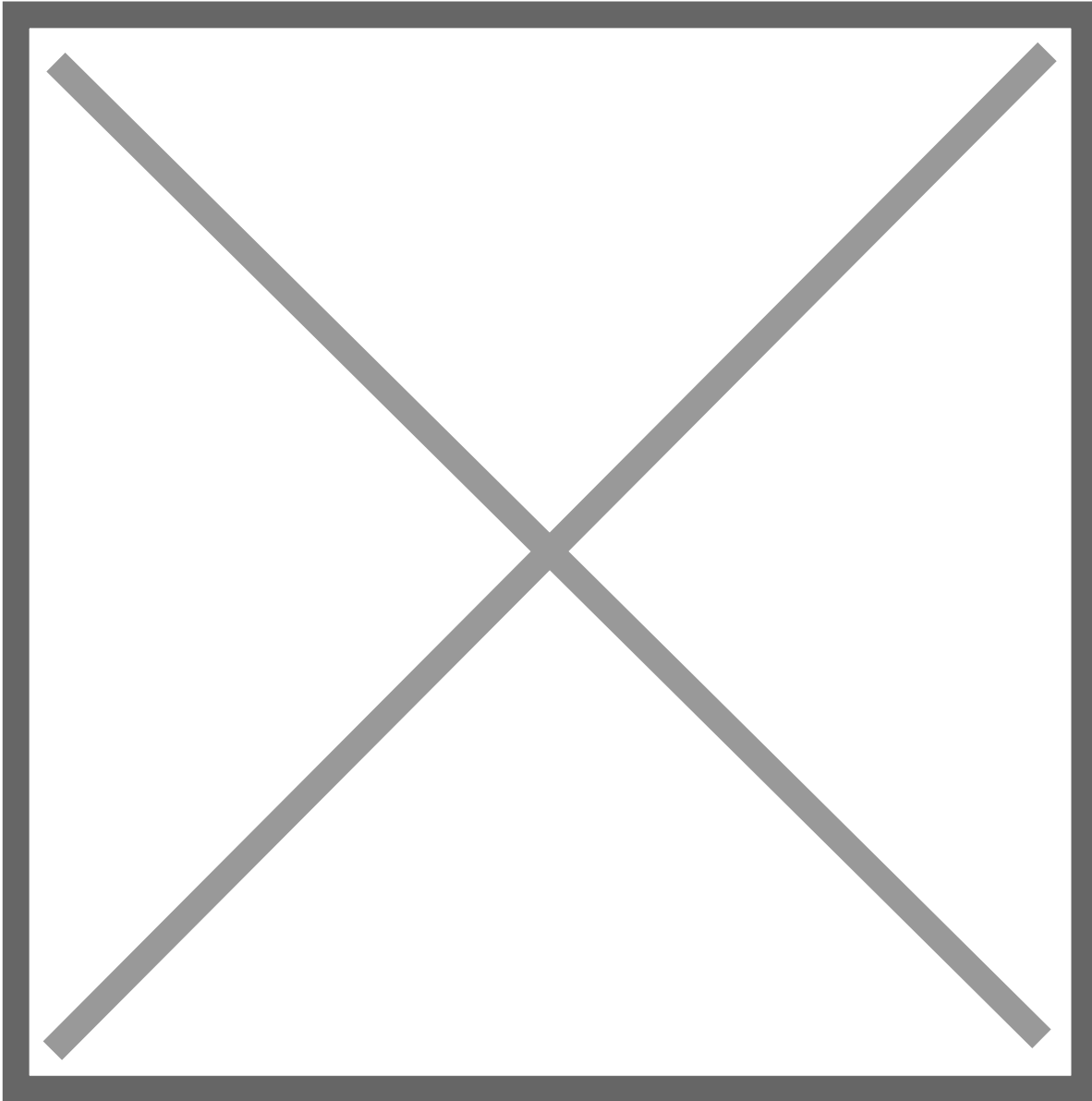
An Adctv Studio account can support multiple users. This helps in collaboration between teams. This article helps you with step-by-step instructions for adding and removing users and editing access of a user to your Adctv Studio account.

How to Add Team Members:

- Login to your Adctv domain.
- At the Dashboard, Go to Navigation Bar on the left and click on **Team** module.
- Click on New Member.



- Enter the First Name, Last Name, Email Address, and Password of the new member. Next, select the appropriate Role for the user.



- Once you've filled in the details, click Create to add the new team member to your organization.
- Once completed, the user will receive a confirmation email from Airtory. To accept the invitation, they should click the link provided in the email.
- Additionally, you have options to edit the details of a team member, change the password, or delete a member.

