HPE POINTNEXT

HPE Organizations
Manage users

Quick reference guide

January 2019

Hewlett Packard Enterprise

Log into MyRoom account to see organization

– Navigate to www.myroom.hpe.com/Account
– Click the **Home** tab
– Login to your MyRoom account
– Click **Manage Users** in the **Users** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)

Users
4 Users   Manage Users
4 Groups   Manage Groups

Rooms
6 Instructor Rooms

VRG Devices
2 Devices   Manage Devices

Organization Settings
View Subscription Details (Expires Oct/31/2018)
Edit Contact
Customize HPE MyRoom for Wearable, Inc.

Add user

Wearable, Inc.

Wearable, Inc. User List

Add User   Import Users   ❓

Organization Administrator (organization.administrator@wearableinc.com)

Manage Users

Wearable, Inc. Add User

Email address :   subject.matter.expert@wearableinc.com   ✕

User Groups :   ☑ Everyone
☐ Administrators
☐ Device Managers

Send Invite

Import users

Wearable, Inc.

Wearable, Inc. User List

Add User   Import Users   ❓

Organization Administrator (organization.administrator@wearableinc.com)

Wearable, Inc. > Manage Users

Wearable, Inc. Import Users

Note: You can import a list of emails from a text file or a comma separated value (CSV) file.

Add imported users to groups :
- ☑ Everyone
- ☐ Administrators
- ☐ Device Managers
- ☐ Trainers

Column header for email column (in CSV file)   not needed

Upload a CSV file from your computer   **Browse**   **Upload**

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Upload text or CSV file

	A	B	C
1	Name	E-mail Address	Region
2	Subject Matter Expert	subject.matter.expert@wearableinc.com	EMEA
3	VRG Trainer	vrg.trainer@wearableinc.com	AMS
4	Support Desk	support.desk@wearableinc.com	APJ
5	Field Supervisor	field.supervisor@wearableinc.com	AMS
6			

Wearable, Inc. Import Users

Note: You can import a list of emails from a text file or a comma separated value (CSV) file.

Add imported users to groups :
- ☑ Everyone
- ☐ Administrators
- ☐ Device Managers
- ☐ Trainers

Column header for email column (in CSV file)   E-mail Address

C:\Users\Documents\OrgUsers.csv   **Browse**   **Upload**

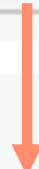# Edit or delete user

Wearable, Inc.

Wearable, Inc. User List

Add User   Import Users   ❓

Field Supervisor (field.supervisor@wearableinc.com)

Organization Administrator (organization.administrator@wearableinc.com)

Subject Matter Expert (subject.matter.expert@wearableinc.com)

Wearable, Inc. > Manage Users

Wearable, Inc. Edit User

Name :	Subject Matter Expert
Email :	subject.matter.expert@wearableinc.com
User Groups :	☑ Everyone ☐ Administrators ☐ Device Managers

Save   **Delete**