



Create and manage a company account

With a company account, managing your Shared Email Templates users, teams, and subscriptions is smooth and trouble-free. All is done in one place and can be easily controlled. After creating a company account, you'll be able to add users, edit their profiles, and assign their rights; delete users' accounts if necessary; add, manage, and close teams; buy subscriptions and assign subscription keys.

There are two ways of creating a company account in Shared Email Templates:

- Sign up with email
- Sign up with Microsoft

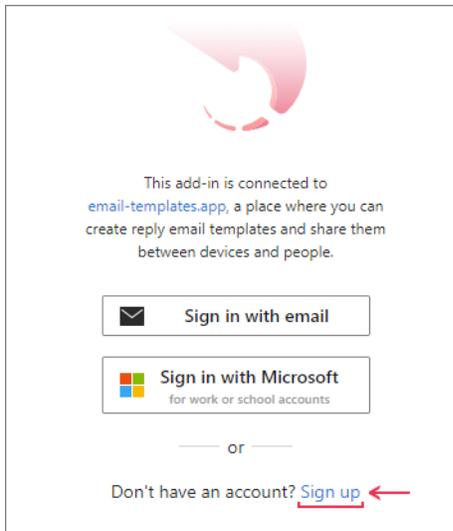
Note. To create a company account by signing up with Microsoft, you must be a Global Administrator in your Microsoft 365 organization.

Note. It won't be possible to sign up with Microsoft after signing up with email.

Sign up with email

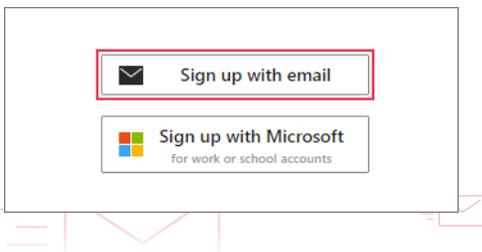
Step 1

In your Outlook, start the Shared Email Templates add-in and click **Sign up** on its pane:



Step 2

Click the **Sign up with email** button:



Step 3

In this step, you can switch between two tabs: **Company Account** and **Personal**. In line with your wishes, choose one of the two account types available. The table below shows the differences between them:

Company account	Personal account
For teams managed by company admins	For individual users or small teams
Admins create user accounts	Users create their accounts
Admins manage users and teams	Users create and manage teams
Admins activate subscriptions	Users activate subscriptions
Personal accounts cannot be invited to a company account	

If a personal account is exactly what you want and you need more information about it, visit this help page: [How to create and manage a personal account](#).

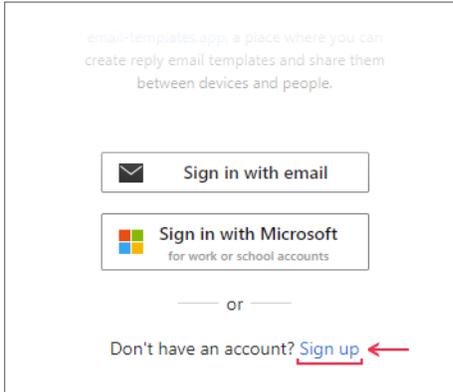
To get a company account created, fill out a sign-up form on the **Company Account** tab, confirm the acceptance of the Shared Email Templates [Terms of use](#) and [Privacy policy](#), and then click **Sign up**:



Sign up with Microsoft (for Global Administrators)

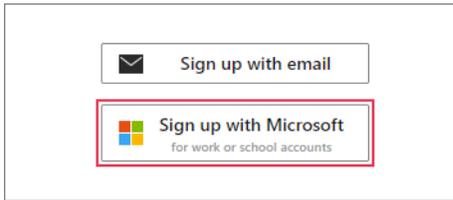
Step 1

Start Shared Email Templates in your Outlook and click **Sign up** on the add-in pane:



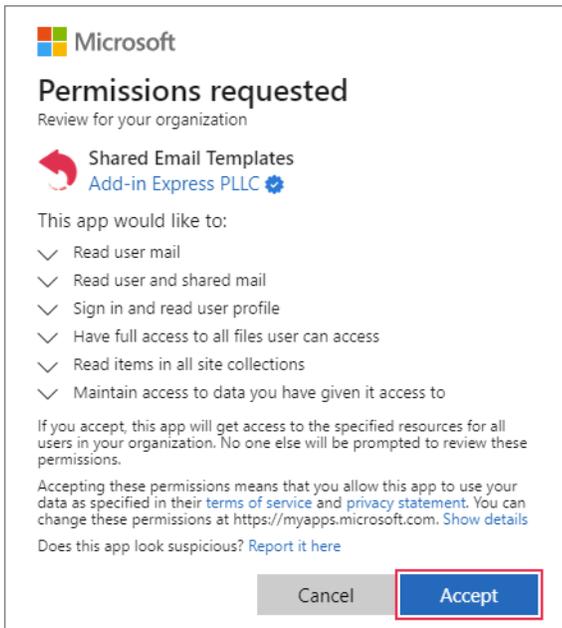
Step 2

Click the **Sign up with Microsoft** button:



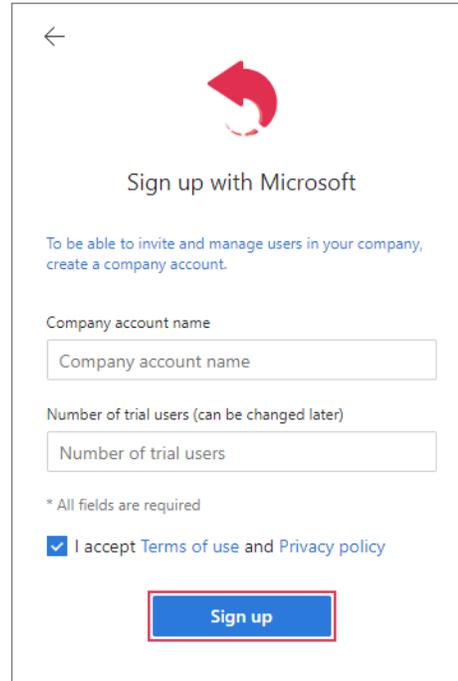
Step 3

Sign in to your Microsoft 365 global administrator account and accept permissions requested by Shared Email Templates:



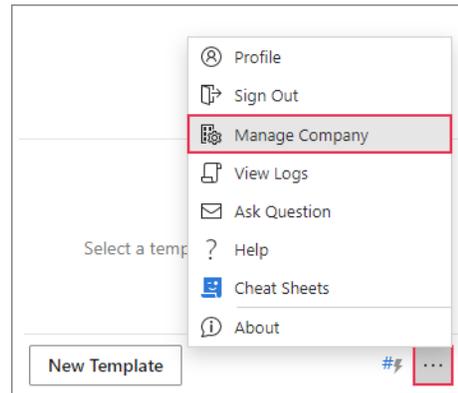
Step 4

A sign-up form will appear on the Shared Email Templates pane. Your company account name and the number of trial users will be specified there. Check this information, accept the Shared Email Templates [Terms of use](#) and [Privacy policy](#), and click **Sign up**:



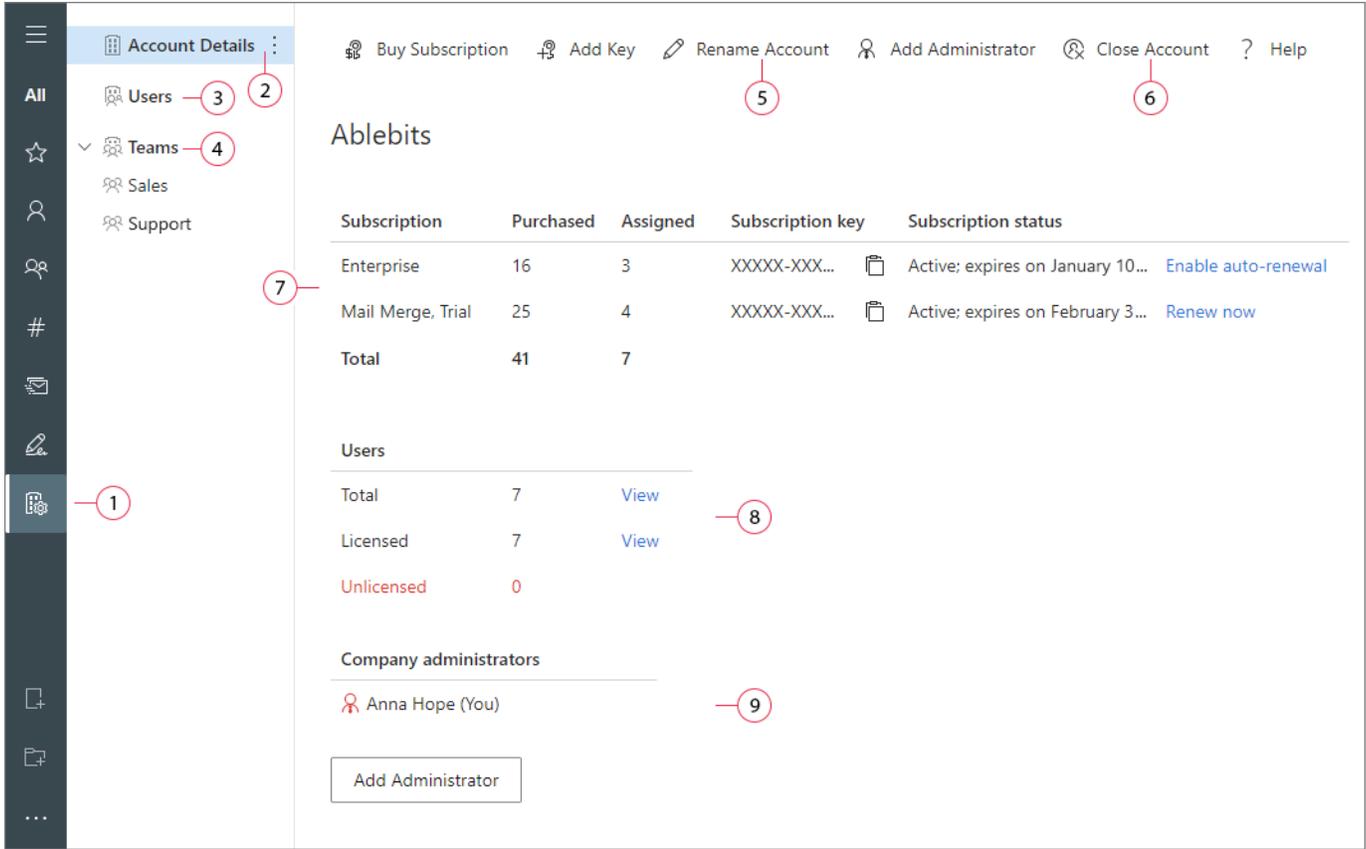
Manage a company account

To access your company account, go to the **More** menu → select **Manage Company**:



In your default browser, the Shared Email Templates web app will open, and you'll see your company account details.





1. Manage Company. It's a starting point for a company administrator's activities.

2. Account Details. This section contains detailed information on your company account, including subscriptions, users, and administrators.

3. Users. Users' records are available here.

4. Teams. In this section, you can find the teams you already created, learn how many users each of them has, and check users' rights. You can also add new teams and edit the existing ones.

5. Rename Account. Click **Rename Account** to change the name of your company account.

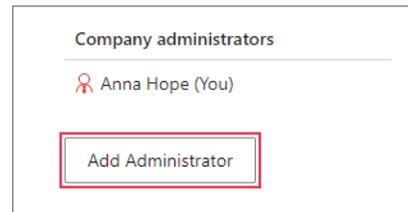
6. Close Account. If you decide that you don't need your company account anymore, you'll be able to delete it after clicking **Close Account**.

7. Subscription. Here you can check your subscription plans, keys, and statuses, find out how many of purchased subscriptions have already been assigned, cancel auto-renewal, and renew your subscriptions manually if necessary.

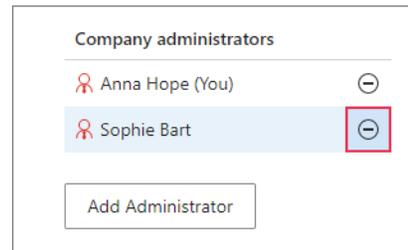
8. Users. You can see how many users you have, which of them are licensed, and who needs a subscription.

9. Company administrators. A list of company administrators is here.

To assign admin rights to a user, click the **Add Administrator** button:



To revoke admin rights, select a company administrator from the list and click the **Remove admin rights** button:





Find more information

- How to manage a company account
ablebits.com/docs/outlook-shared-templates-manage-company-account
- Manage users via a company account
ablebits.com/docs/outlook-shared-templates-manage-company-users
- Manage teams via a company account
ablebits.com/docs/outlook-shared-templates-manage-company-teams
- Manage your company's Shared Email Templates subscriptions
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