

# HPE Organizations

Manage users

Quick reference guide

# Log into MyRoom account to see organization



Organization administrator

- Navigate to [www.myroom.hpe.com/Profile](http://www.myroom.hpe.com/Profile)
- Login to your MyRoom account
- Click **Manage Users** in the **Users** tile

## Wearable, Inc.

Have questions about Wearable, Inc.? Contact: Organization Administrator ( [organization.administrator@wearableinc.com](mailto:organization.administrator@wearableinc.com) )



### Users

3 Users

[Manage Users](#)

3 Groups

[Manage Groups](#)



### Rooms

6 [Test Room Group](#)



### VRG Devices

2 Devices

[Manage Devices](#)



### Organization Settings

[View Subscription Details](#) (Expires Jun/16/2017)

[Edit Contact](#)

# Add user



Organization administrator

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



Organization administrator

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)

**Browse** **Upload**

# Upload text or CSV file



Organization administrator

	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



Organization administrator

Wearable, Inc.

## Wearable, Inc. User List

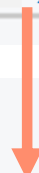
[Add User](#) [Import Users](#)



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