Get the knowledge you need to execute basic admin functions in CounselLink. These short videos make learning easy.

- **Add User**: A step-by-step tutorial on how to add new CounselLink users from your corporate profile.

- **Deactivate User**: Learn how to deactivate a user to prevent future task assignments and ensure all work are assigned to the right matter contact.

- **Deactivate User Login**: Restrict a user from accessing CounselLink with these steps.

- **Reactivate User Login**: Simple steps in reactivating a previously deactivated CounselLink user.

- **Add an Office to a User Profile**: Easily add a user to an Office and assign roles.

- **Remove User from Office**: Learn how to remove a user from an office while ensuring that on-going tasks are assigned to a new user.

- **Reset User's Password**: Different ways on how to reset a user's password.

- **Configure an Out of Office Proxy for a User**: Basic steps in configuring an out-of-office proxy on behalf of a user to ensure that all pending tasks are assigned to available users.

- **Reassign Work**: Start reassigning work to multiple users to ensure that pending tasks are completed.

- **CounselLink Roles**: Learn how to use role assignments based on a user’s job function to determine user access and identify workflow tasks.