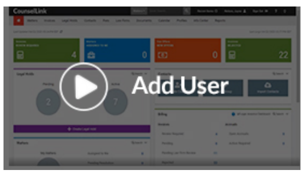
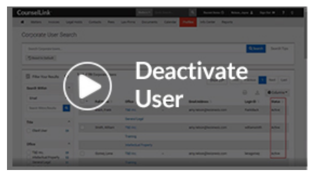
CounselLink®

On-Demand Videos for New CounselLink Administrators

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

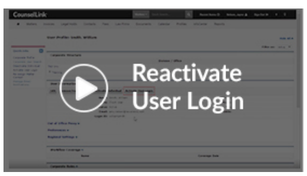


A step-by-step tutorial on how to add new CounselLink users from your corporate profile.

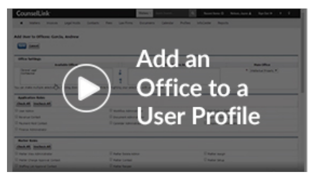


Learn how to deactivate a user to prevent future task assignments and ensure all work are assigned to the right matter contact.

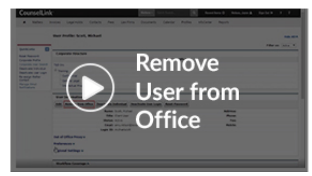
Restrict a user from accessing CounselLink with these steps.



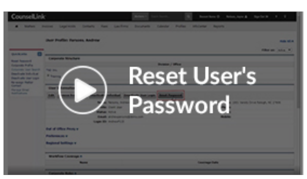
Simple steps in reactivating a previously deactivated CounselLink user.



Easily add a user to an Office and assign roles.



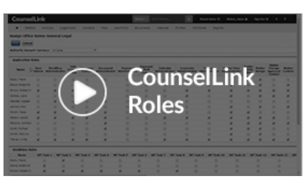
Learn how to remove a user from an office while ensuring that on-going tasks are assigned to a new user.



Different ways on how to reset a user's password.

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.

Start reassigning work to multiple users to ensure that pending tasks are completed.



Learn how to use role assignments based on a user's job function to determine user access and identify workflow tasks.

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