



Woojum™

## Quickstart

### Accept an Invitation to View

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## 1 About Quickstart Guides

Our Quickstart Guides are intended to help you to get started with Woojum™. They are exactly what they are called, *Quickstart*, which means they do not explain the whys and wherefores, they simply set out the step-by-step way to achieve a particular objective.

*All of our Quickstart Guides are written on the assumption that you are Logged In to your Woojum™ Account and your Toolbar is open.*



### The Toolbar

## 2 Receive an Invitation

You will receive an Email from Woojum Admin setting out the details of who has Invited you to View their Timeline. Included in this Email there will be a clickable Link.

- Click the Link in the Email



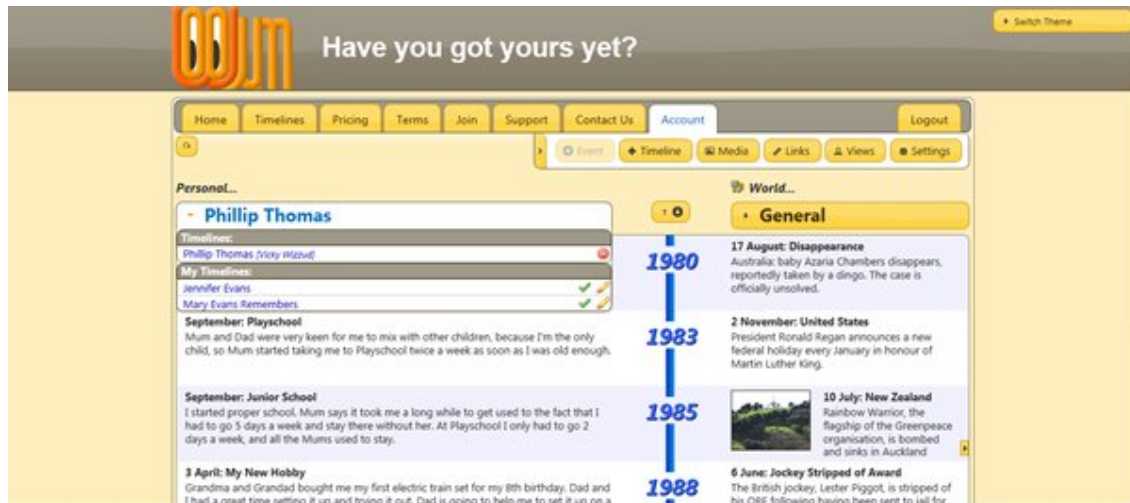
This will take you to the Woojum™ Invitation to View screen. **You now have 3 options:-**

1. If **you already have a Woojum™ Account**, just click the Login Button
2. If **you do not** already have an Account, register for a Free Guest Account by
  - Typing in your Full Name
  - Typing in the User Name you want to use when Logging In
  - Typing in your Email Address
  - Repeating your Email Address
  - Clicking the Submit Button

3. **In either case** you can click the Ignore for Now Button and follow the Email Link again later to come back to this screen

### 3 If You Already Have an Account

- Click your Personal Timelines Selector to display all of the Personal Timelines you can access



In the Timelines section of the Dropdown you will see the Title of the Timeline you have been Invited to View as a Guest, with the name of its [Package Owner] in brackets.

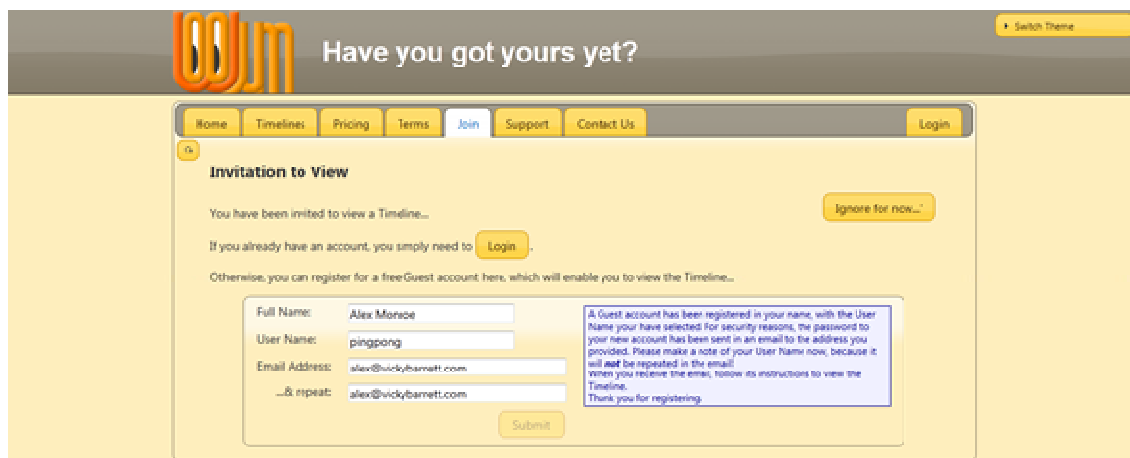
- Click the Timeline Title to view its contents

You will only be able to view this Timeline, you cannot make any changes to it.

**Even if you don't have any Timelines of your own, if you are already a Guest Viewer of another Timeline, or Timelines, you already have an Account and you should follow this set of Instructions.**

### 4 If You Do Not Already Have an Account

After you fill in your details and click the Submit Button the screen will confirm that you have registered and that you will shortly receive an email containing your Password.



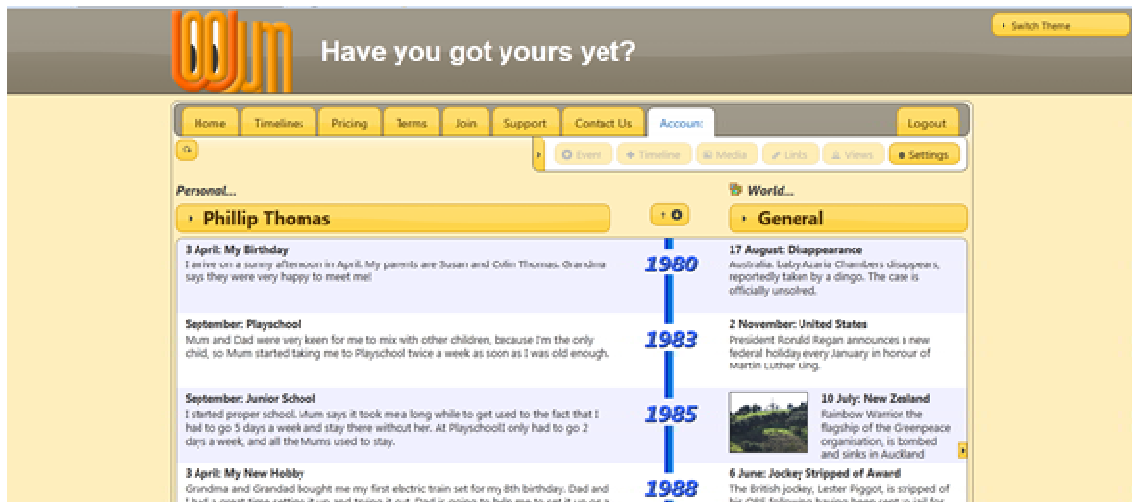
When you receive the email you will need to copy, or make a note of, your Password.

- Follow the Link in the email to go to the Woojum Home Page
- Click the Login Tab to display the Login Screen



- Type in the User Name you chose
- Paste, or type in, the Password you received in the email
- Click the Submit Button

As this is the only Timeline you have access to it will display automatically once you have Logged In.



You will only be able to view this Timeline, you cannot make any changes to it.

**If you receive Invitations to View more Timelines remember that you already have an Account now and you can Login to view them by following the instructions in Section 3 of this Quickstart Guide.**