Link an external profile

Step-by-step instructions for Link an external profile in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

Scan for video

Step-by-step instructions

1 Create a new profile

Go to **User profiles** and create a new profile for the external user.

2 Add the profile to your group

Choose your group and click **Create profile**.

3 Invite the external user

Click **Invite external user**.

4 Send the invitation

Enter the user's email address and send the invitation.

5 The user accepts

The user receives an email or an app notification and accepts the invitation. You can then edit the profile's tiles.

Complete transcript

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Hello. I'm going to show how you can link an external user profile to your organization. The idea is that if I have an account as an organization or as a speech therapist, I want access to my client's content, so that I can remotely easily adjust the client's content and possibly prepare it.

I'm now logged in as my account, as a speech therapist in this case, and the idea is that I can actually go to user profiles and then create a new account here, create a new profile and then send an invitation to an existing user to link these accounts in this way.

First, we'll create a new profile. Let's say we're going to create a new profile for Kees. Then we can make this part of our group. Then we say create profile, and we've created the Kees profile, and then we see a blue button here to invite an external user.

The idea is that we click on that, then we can enter Kees's email address here and then we can send the invitation. And at that moment, Kees receives an email or a pop-up notification in the app, and then Kees only needs to accept it. The idea is that you can then easily adjust the tiles of this profile below.