

## HOW TO / get started with rezora

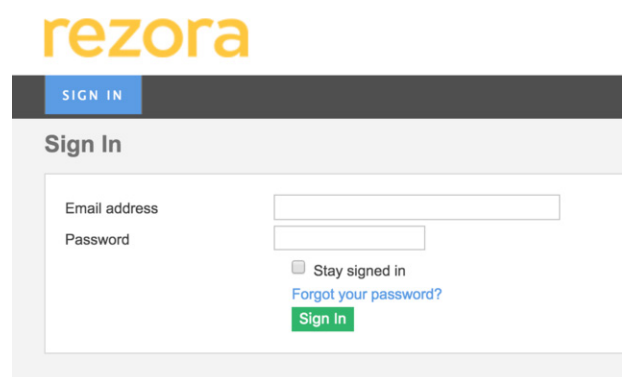
You want to begin using the rezora email marketing platform, but don't know where to start. This section will walk you through the initial setup of your account, step-by-step. If you have any questions or need additional help, you may click on the green tab located to the left on any page within your rezora account. A window will open, allowing you to chat with rezora support staff or send an email.

### CREATE YOUR ACCOUNT

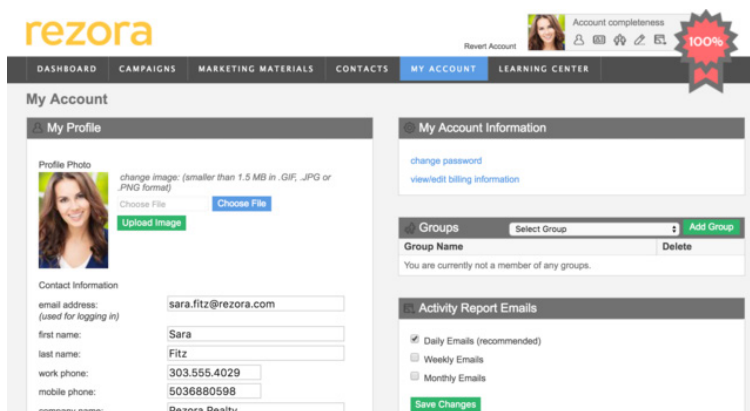
1. Go to the URL provided by your company. Typically it is [companyname.rezora.com/signup](#).
2. Enter your email address and password and any other information asked of you.

### LOGGING IN AND OUT OF YOUR ACCOUNT

1. Use the same URL that you used to create your account sans “/signup” at the end.
2. Enter your email and password that you initially used to sign up.
3. If you forgot your password, click the sign in button without entering any information. Then, click the forgot password link. A new password will be sent the email address you used to sign up.
4. To log out, go to My Account > Sign Out.



### SETTING UP YOUR ACCOUNT AND PROFILE SETTINGS



Go to the *My Account* tab and click *Account & Profile Settings*. This will bring you to a page where you can upload your photo, insert your contact info, and add links to your website, and social media sites.



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