



# **Amazon Chime Administrator Guide**

VERSION 1.0

# Table of Contents

Amazon Chime Getting Started .....	2
Getting Started.....	2
Creating New Users .....	2
Amazon Chime Video Setup.....	5
Welcome Email.....	9

## Amazon Chime Getting Started

Amazon Chime has never been so stress-free to configure and use. Add this robust video tool and simplified collaboration platform effortlessly.

1. Create User(s) and add license(s).
2. Setup Amazon Chime in the NextOS portal.
3. Accept invitation and install application (completed by the user).

**NOTE:** An Amazon ID is required for each user, but you will not need access to AWS.

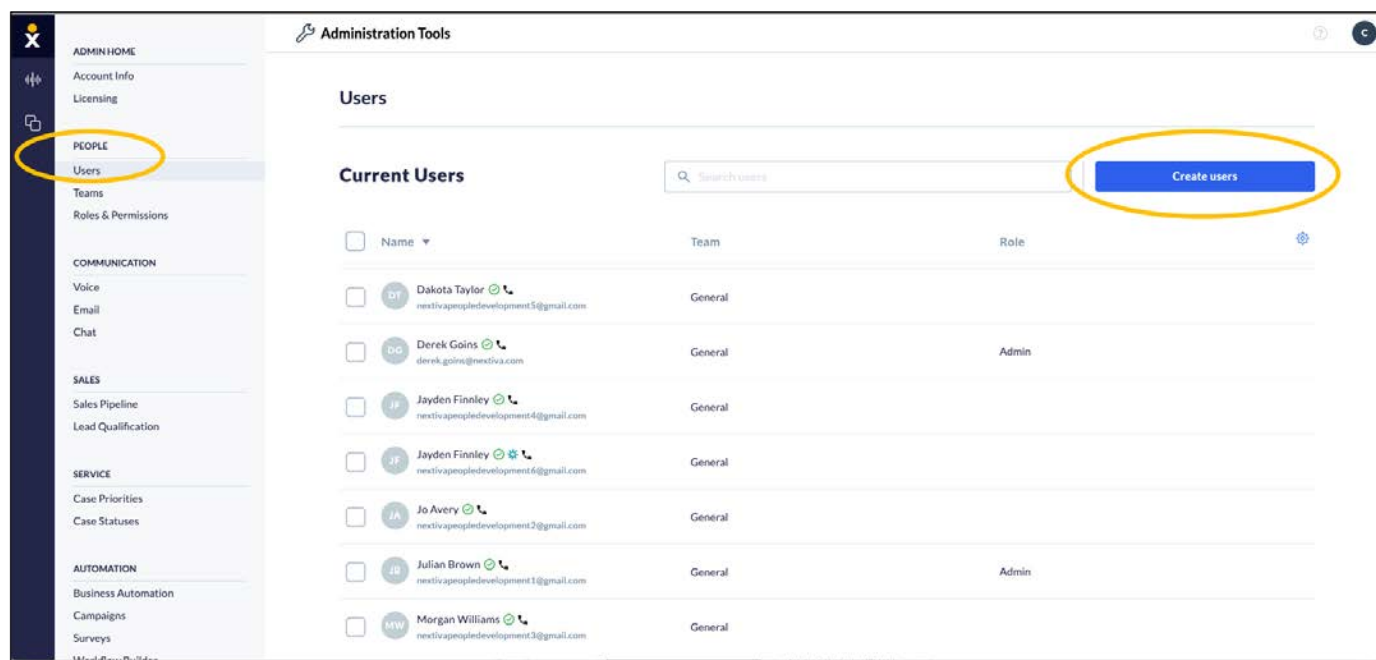
[Click here](#) for a visual walkthrough of the setup for Amazon Chime.

### Getting Started

As an Administrator, log in with the credentials in your welcome email from Nextiva. You'll want to go to your unique NextOS domain (i.e. yourcompany.nextos.com).

### Creating New Users

From the main Administrator page, on the left-hand menu choose **Users**.



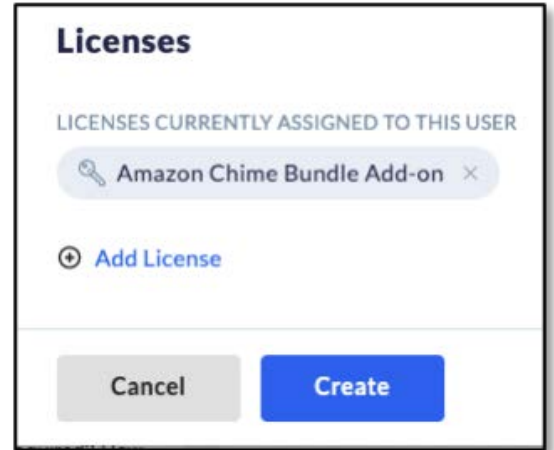
The screenshot displays the 'Administration Tools' interface for 'Users'. The left-hand navigation menu is visible, with 'PEOPLE' and 'Users' highlighted. The main content area shows a list of 'Current Users' with columns for Name, Team, and Role. A 'Create users' button is located in the top right corner of the user list area.

Name	Team	Role
<input type="checkbox"/> DT Dakota Taylor nextivapeopledevelopment5@gmail.com	General	
<input type="checkbox"/> DG Derek Goins derek.goins@nextiva.com	General	Admin
<input type="checkbox"/> JF Jayden Finnley nextivapeopledevelopment4@gmail.com	General	
<input type="checkbox"/> JF Jayden Finnley nextivapeopledevelopment4@gmail.com	General	
<input type="checkbox"/> JA Jo Avery nextivapeopledevelopment2@gmail.com	General	
<input type="checkbox"/> JB Julian Brown nextivapeopledevelopment1@gmail.com	General	Admin
<input type="checkbox"/> MW Morgan Williams nextivapeopledevelopment3@gmail.com	General	

Users

Once you click **Create users**, fill in the form before scrolling to the **Licenses** section. Email addresses must be unique within the system.

**NOTE:** If the User has already been created, click **Actions > Edit** to the right of the User and add the Amazon Chime license before continuing.



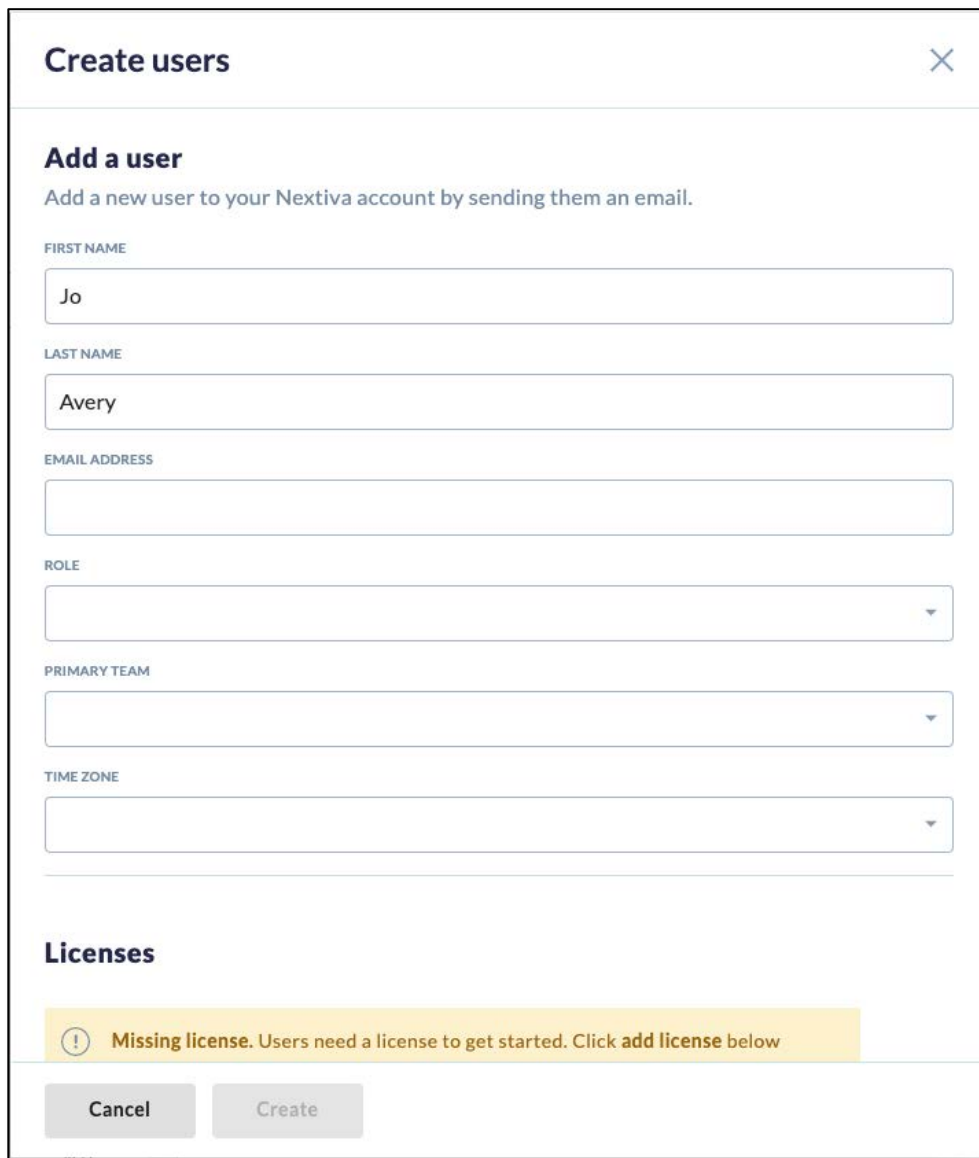
**Licenses**

LICENSES CURRENTLY ASSIGNED TO THIS USER

- Amazon Chime Bundle Add-on

[+ Add License](#)

[Cancel](#) [Create](#)



**Create users** [X]

**Add a user**  
Add a new user to your Nextiva account by sending them an email.

FIRST NAME

LAST NAME


EMAIL ADDRESS

ROLE

PRIMARY TEAM

TIME ZONE

**Licenses**

 **Missing license.** Users need a license to get started. Click [add license](#) below

[Cancel](#) [Create](#)

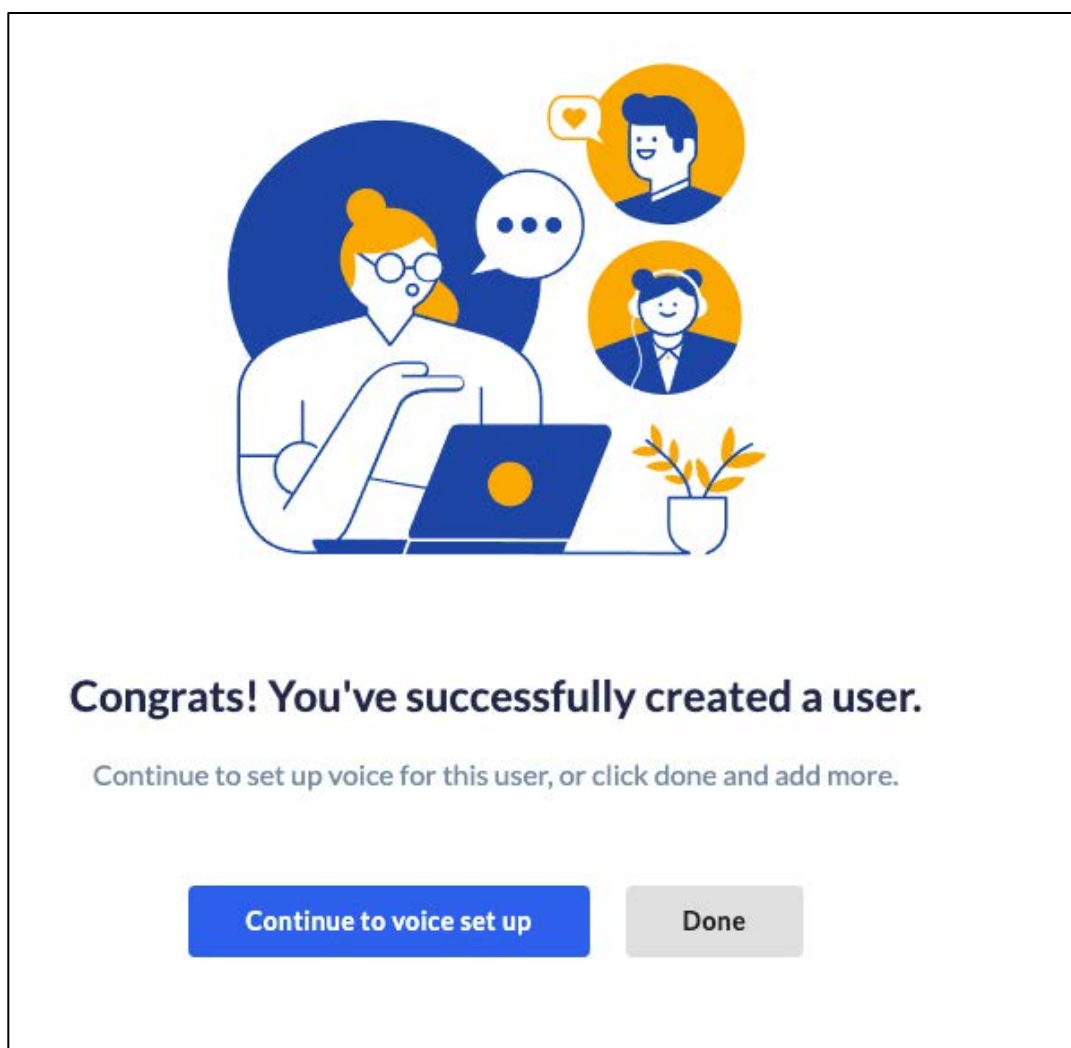
Create Users

Next, scroll down to add the Amazon Chime license, which will allow you to provision the video settings for this user.

If you don't have a license available, please contact your sales representative.

Click **Create** to complete adding the User.

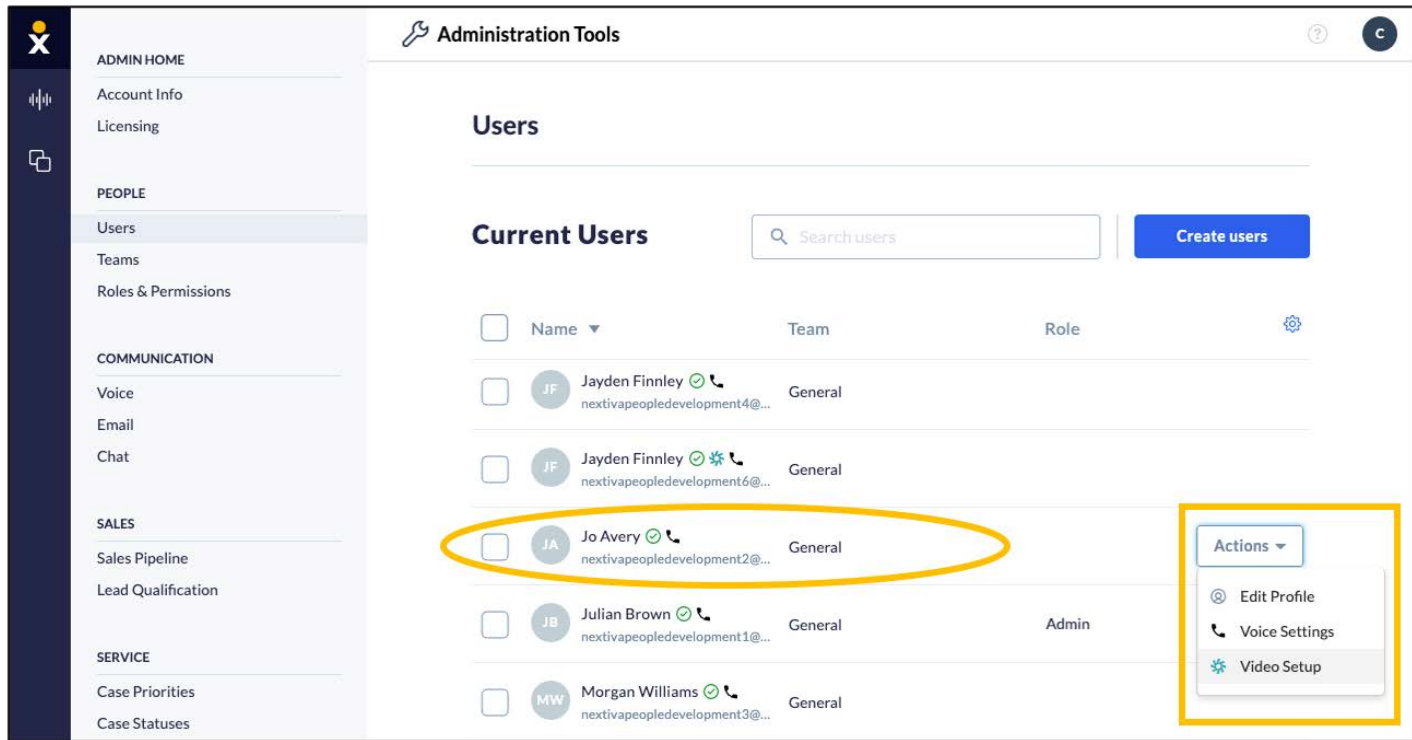
On the next screen, choose **Done** to continue the set up.



User Creation Successful

## Amazon Chime Video Setup

From the main list of **Current Users**, hover over any User to reveal **Actions**. Select **Video Setup** to finalize Amazon Chime access.



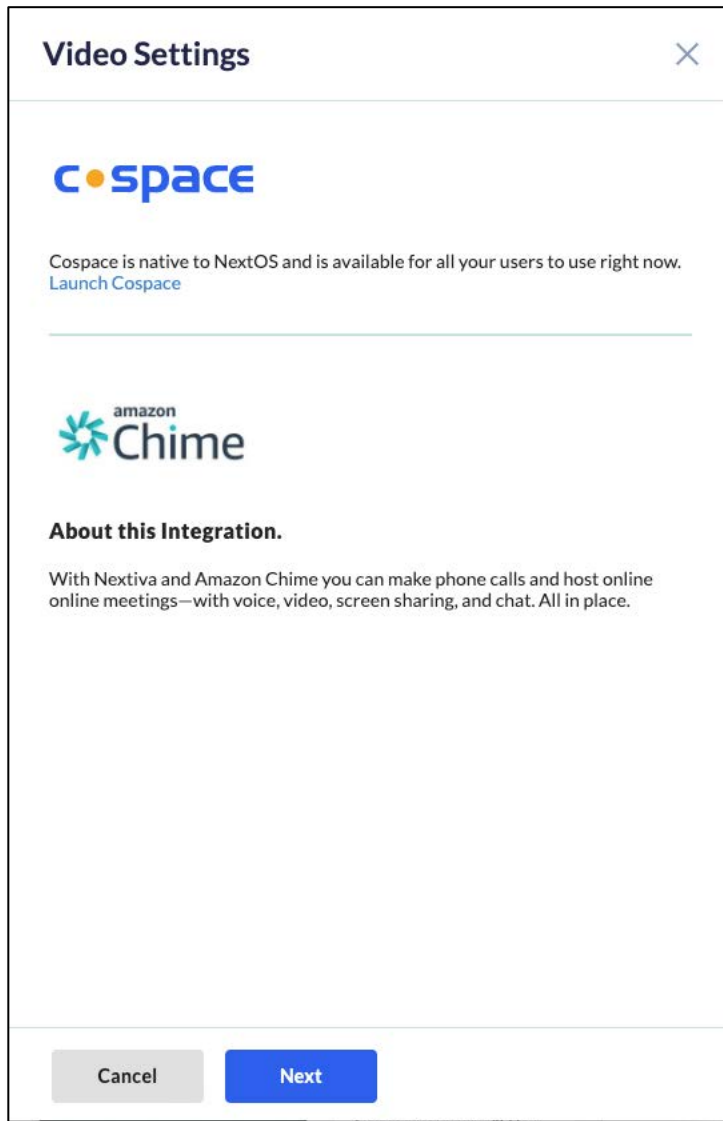
Actions

**NOTE:** Notice there are icons next to each User indicating what is set up for that User. The Amazon Chime icon matches the logo for the product (see below).



User Settings

Cospace is Nextiva’s native video collaboration and team meeting platform that comes free with any account. Use Chime or Cospace or both, it’s up to you!



Video Setup Options

For Amazon Chime > Next.

**Video Settings**

amazon  
**Chime**

**Set up Chime by adding your users Amazon ID below.**

USER'S AMAZON ID ? The Amazon ID is the same as the username used when logging into amazon. It's most likely the users email address.

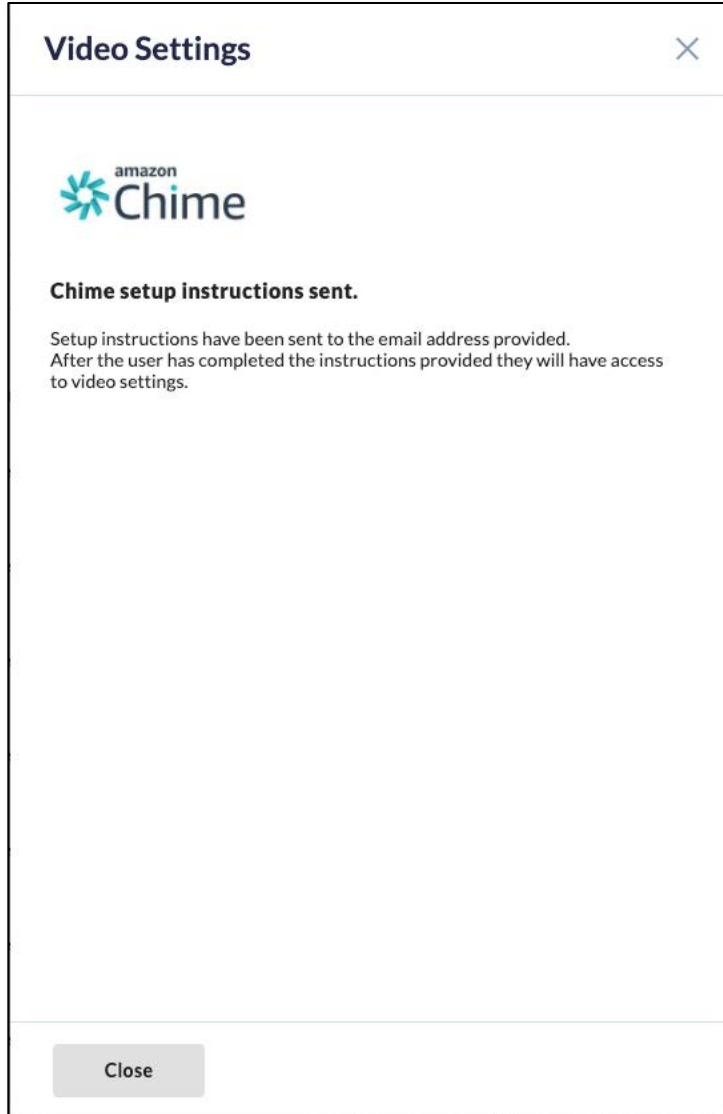
nextivapeopledevelopment2@gmail.com

Cancel Create

### Amazon ID

The Amazon ID is an email address tied to the User's Amazon account (AWS and Prime are not required). This is the email address where the welcome email is sent to finish setup. Email addresses must be unique in the system.

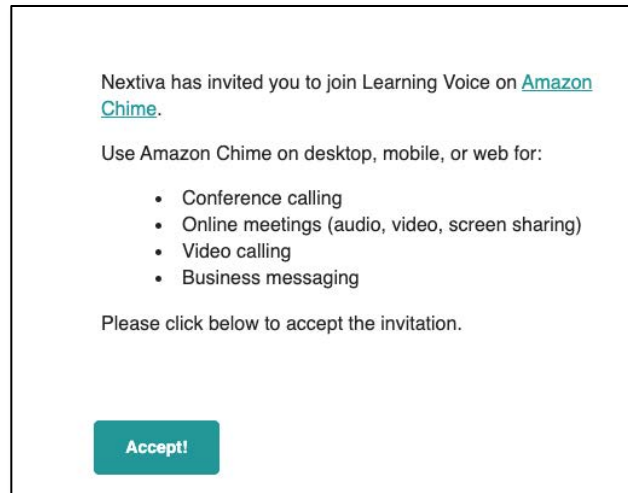




Instructions Sent

## Welcome Email

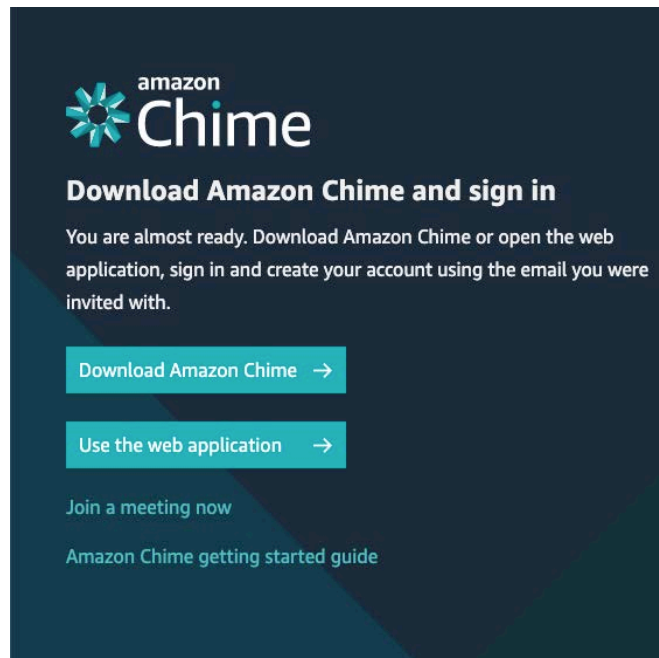
This next section will be completed by the User (not the Administrator). For reference, here is the welcome email sent to the new Chime User. Instruct the User to choose **Accept!**.



User Welcome Email

User Steps to Setup:

1. Accept the welcome email.
2. Download and install Amazon Chime (or choose to use the web version).
3. Log in using your NextOS email address and then Amazon ID.



User Instructions