

SkyDesk CRM – Start Up Guide

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Table of Content

Step 1 Create SkyDesk Account	2
Step 2 Email Authentication	3
Step 3 Activate your CRM Account	4

Step 1: Create SkyDesk Account

Please click on the following URL to go to SkyDesk registration page to create a SkyDesk account:

<https://www.skydesk.jp/en/register.html>

The screenshot shows a registration form titled "Create New Account *All fields are required." The form is divided into three main sections: "User Information", "SkyDesk Account Information", and "Verification".

- 1** (User Information): Includes input fields for "Company / Organization Name", "Full Name", and "Telephone".
- 2** (SkyDesk Account Information): Includes input fields for "E-mail Address (used for sign-in)", "Create a password", "Confirm your password", and "Create a SkyDesk ID (letters and numbers)". It also features a dropdown menu for "Country/Region" currently set to "Australia".
- 2** (Terms and Conditions): A checkbox labeled "I agree to the Terms of Service and Privacy Policy of this service." is present.
- 3** (Verification): A section titled "Verification" with the instruction "Enter the characters shown in the image." Below this is a CAPTCHA image showing the word "chender" in green and a blue logo. An input field for the characters is located below the image.
- 4** (Submit): An orange button labeled "Create an Account" is positioned at the bottom right of the form.

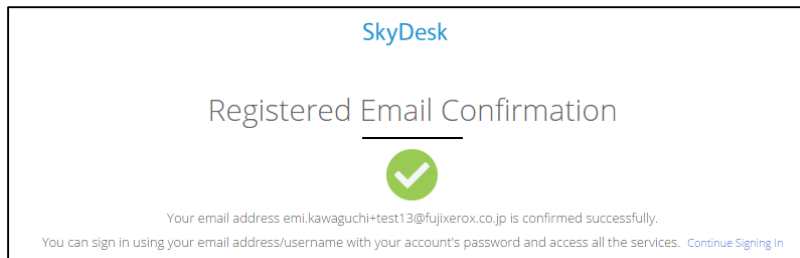
1. Fill in all required details.
2. Check the box to agree to the Terms of Service and Privacy Policy.
3. Enter the characters shown in the image for verification.
4. Click on [Create an Account] button to submit the registration form.

Step 2: Email Authentication

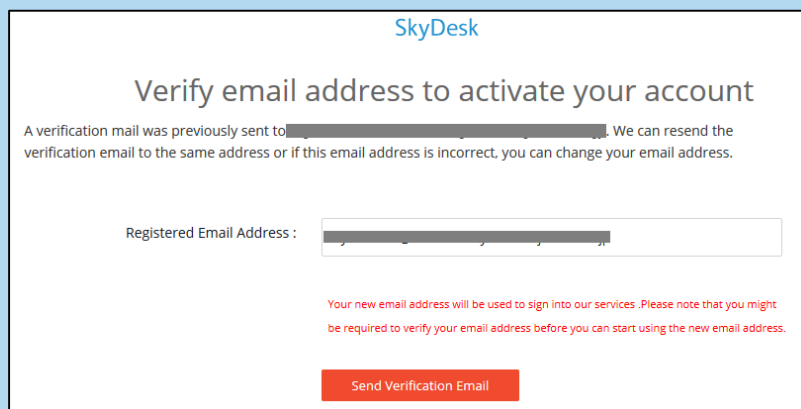
A confirmation email will be sent to the registered email address. Please click on the URL in the Email to access the Email authentication page.



1. Check the confirmation email sent by SkyDesk and click on the link inside the email.

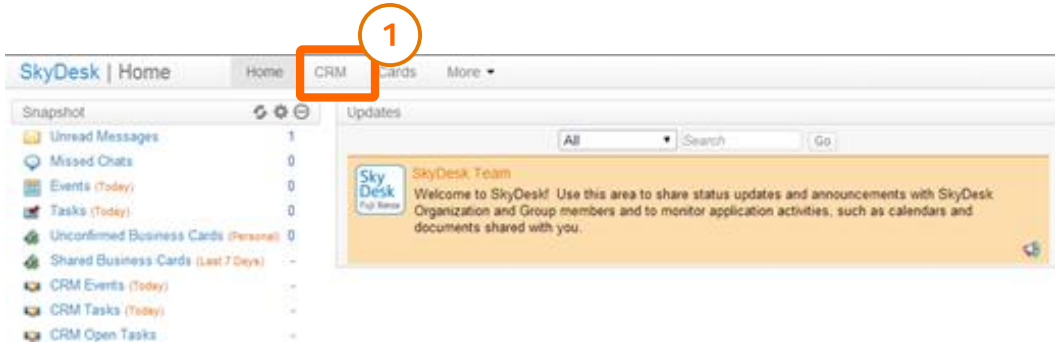


Until you have done Email authentication process, the following message will be displayed on your SkyDesk account page. Please re-send Verification Email and confirm as above.



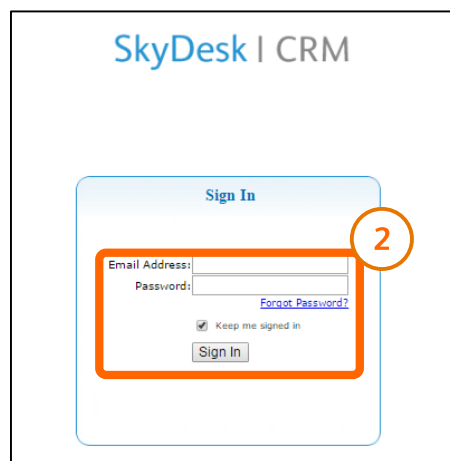
Step 3: Activate your CRM Account

In order to activate your CRM account,
Please log in your CRM account from SkyDesk Portal or SkyDesk CRM Sign-in Page.

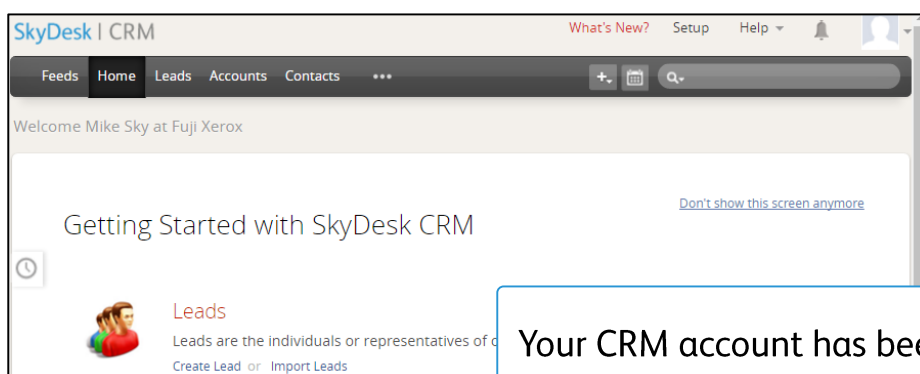


Click on the [CRM] button on the top menu of your SkyDesk Home portal page.

OR



Sign in your SkyDesk CRM account directly from <https://crm.skydesk.jp/crm/>.



Your CRM account has been activated.