

# LEGALCONNECT ONLINE

## Quick Start Guide to Call Scheduling

LegalConnect Online is a free online account management tool that allows you to manage your Telephone Hearings, Legal Dial-Outs and Dial in with a PIN (also known as Automated).

### New to LegalConnect Online?

1. Go to [LegalConnect Online](#).
2. Click First time user? to register.
3. Enter your unique Owner Number and Web PIN (contained within your welcome email).
  - o If you do not already have a LegalConnect account:
    - Complete a [New Account Request form](#).
4. Create a Username and Password.
5. Login using your new Username and Password.
6. Once logged in, you can schedule and manage your legal calls from the main profile page.

### Forgotten your login details?

1. Go to [LegalConnect Online](#).
2. Follow the onscreen instructions to reset your password and login to LegalConnect Online.

### Schedule Calls for Your Own Account

#### Schedule a Legal Call

1. Go to [LegalConnect Online](#).
2. Login using your new **Username** and **Password**.
3. Click **Schedule a Meeting**.
4. You can now schedule your legal calls using three simple scheduling options:
  - o [Guided](#) (*recommended for Legal Hearing and Dial-Outs Calls*)
  - o [Customised Template](#) (*Automated Calls*)

## Schedule Calls on Behalf of Someone Else

You will first need Delegation Privileges to be able to schedule calls on behalf of other users i.e. if you are a legal assistant who is in charge of scheduling calls for a number of solicitors or associates.

### Obtaining Delegation Privileges

1. Go to [LegalConnect Online](#).
2. Click **Manage Delegation**, from the Quick Links menu.
3. Click **Search** to see a list of users within your company (or enter search criteria first)
4. Select the appropriate user from list and click **Request Booking Delegation**.
5. An email will be sent to the user with a one-click link to authorise delegation. The user will not need to login.
6. Once the user authorises your delegation request, you can schedule calls on their behalf.

### Schedule a Legal Call (as a Delegate)

1. Go to [LegalConnect Online](#).
2. Select **Act as a delegate for another user**, from the Quick Links menu.
3. Click **Search** to see a list of users you have delegation rights for (or enter search criteria first).
4. Select the user from the search results and click **View Selected User's Meetings**.
5. You are now acting as a delegate.
6. Click **Schedule a Meeting** to schedule calls on behalf of the user.
5. You can now schedule a legal call using three simple scheduling options:
  - o [Guided](#) (recommended for Legal Hearing and Dial-Outs Calls).
  - o [Customised](#) (Automated Calls).
  - o [Template](#).

## Manage All Company Accounts

If you would like to manage all of your company's LegalConnect conferencing accounts, please contact your dedicated Account Manager to request administration privileges. Please note, your Account Manager will require your LegalConnect Online Username.

Once you are given administrator privileges you will be able to:

- Act as a delegate for all users under the Company account (without the users needing to approve).
- Schedule and manage calls for all company accounts.
- Create new users.
- Create new billing accounts
- View / edit existing users, billing accounts, company and office information.
- Access reports.