**Teknowledge Shared Services Pvt. Ltd**

OPR for LogMeIn Administration

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| **SUBJECT** | **OPR for LogMeIn Administration** |
| **DEPARTMENT** | IT Support |
| **RECORDER (Name & Designation)** | Fowzan Rahumathullah |
| **APPROVEDBY (Name & Designation)** |  |
| **CREATED DATE** | 14 - May – 2019 |
| **LAST UPDATED** | 14 - May – 2019 |
| **PATH ON NETWORK FOLDER** | [Click Here](https://cisintlcom.sharepoint.com/:w:/g/itsupport/EWj-uWTJaqdAj7AhowwnOc8BSVfdVtOuugZtTweVuUXhVg?e=p3C4II) |
| **NO. OF PAGES INCLUDING THIS PAGE** | 5 Pages |

![A screenshot of a computer screen

Description automatically generated]()Open one of the Browser **“Mozilla Firefox or Google Chrome”**

![A screenshot of a computer

Description automatically generated]()

1. Enter LogMeIn Website “ <https://www.logmein.com/>” in Address bar
2. Click **“Log In”** button

![A screenshot of a cell phone

Description automatically generated]()

1. Enter User Name **“**[**itsupport@cisintl.com**](mailto:itsupport@cisintl.com)**”**
2. Enter Administrator **“Password”**
3. Click **“Log in”** button

![A screenshot of a computer

Description automatically generated]()

1. Click **“unwanted user”** name as we given
2. Then click **“Delete”** button

![A screenshot of a cell phone

Description automatically generated]()

1. Click **“I understand that all data for these computers will be lost”** checkbox
2. Then click **“Delete”** button

![A screenshot of a cell phone

Description automatically generated]()

When we are configuring new PC with **“LogMeIn”,** in web it’ll show as **“Default Group”** so we need to change as our department wise

1. Select the user **“TEMP\_PC”**
2. Click **“Setting icon”** which is located to right site of it

![A screenshot of a cell phone

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1. Select the **“Group”**
2. Then click **“Save”**

Then we can see as with **“Group”** with online ![A screenshot of a cell phone

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