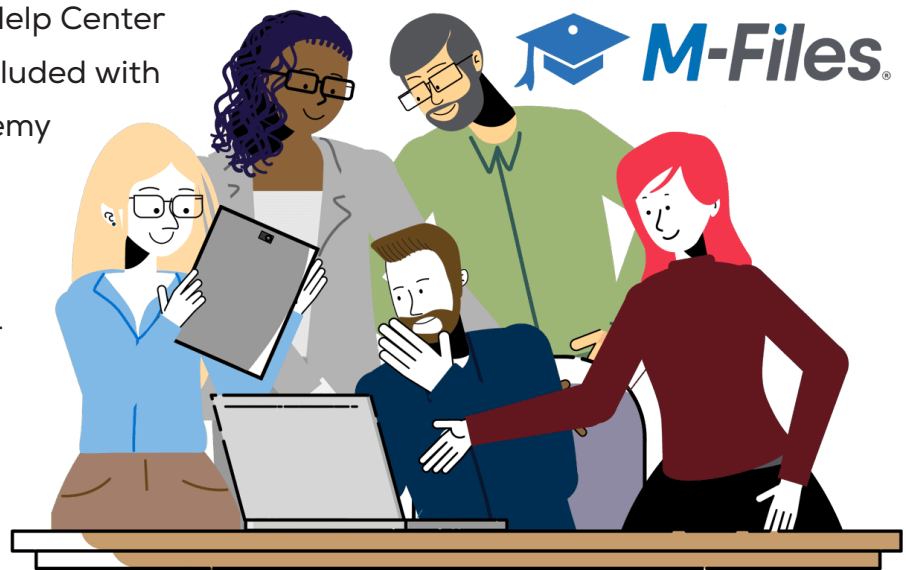# Visit M-Files Academy

Discover All the Ways M-Files Can Simplify Your Day!

What Is M-Files Academy?

While access to the M-Files Help Center and M-Files Academy are included with your software, M-Files Academy offers more advanced courses and is reserved for up to 100 users within your organization. Business and IT administrators or teams that handle complex projects will likely find M-Files Academy particularly helpful!

How Can Marco Help?

Need help with setting up new accounts, assigning courses throughout your organization, running reports, or resetting user passwords, just let us know!

Additionally, our M-Files experts are on hand to help you get the most out of this powerful platform. We frequently offer free M-Files webinars! Visit **Marconet.com/Enterprise-Content-Management/M-Files** to view past webinars, and follow us on social media to catch the next one.

Get Started Today

marco

Who's Our Admin?

The user designated as your organization's M-Files admin will have received an initial welcome email that includes login credentials for M-Files Academy and instructions for accessing the platform.

What Courses Should I Take?

If you're the admin, you'll be automatically assigned a short course about your duties. After that, we recommend taking the "Getting Started" course in the Help Center and the "M-Files User" course in the Academy to learn the basics before exploring content that's more specific to your role. Depending on how you will use the platform, you may also wish to take additional courses that highlight new or advanced features and best practices.

How Do I Access Courses?

If you are the admin, instructions on how to log in to your M-Files Academy portal can be found in your initial welcome email. However, the Help Center is enabled for all users and doesn't require a login.

How Can I Grant Access to the Academy?

Your organization's admin can create up to 100 users in your portal by clicking on Add User. Staff members can also request access to the portal themselves. The admin will then receive an email alert with a link to activate the new account.

Are All Academy Courses Online?

No! Although the self-paced eLearning platform is always available, M-Files Academy also offers various classroom training solutions and events. Visit **Help.M-Files.com** to learn more!

How Can I Designate a New Admin?

Email **software@marconet.com** if you need to update the admin on your account.