

SAMSUNG SDS

Nexoffice

A Quick Guide to Admin

Nexoffice Messenger is a business messenger service for **users registered by administrators who applied for the service membership.**

Sign in at <https://www.withsquare.com>, and click “Go To Admin” in the top-right corner of the screen to access the Admin features.

A temporary password will be provided immediately and a **service guide email will be sent to registered users** on the Admin page.

The messenger service becomes available between users who completed service registration from the service guide email.

Contact us: nexoffice@samsung.com / 1661-3311 (9 AM to 6 PM, weekdays)

You can register quickly by clicking “Quick Registration” in the top-left corner of the screen.

- 1** In the input field, enter users’ email addresses in the following format.
- 2** Send emails to the users by clicking “Invite.”

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Quick User Registration

For Enterprise

- > User Management
- > Group Management
- > Base info. check
- > Batch info. mgmt.

Nexoffice App Download

Quick Guide Download

Admin Manual Download

Samsung SDS Contact Center
+82-2-1661-3311-(9)

If you feel difficult to register members, our contact center will help.

Quick user registration

Users can be easily registered with just an email address.

An invitation email is sent to the email address you entered.
(You can enter up to 50, separated by commas.)

Please enter your email address (Ex : nexoffice01@nexoffice.com,nexoffice02@nexoffice.com,nexoffice03@nexoffice.com)

[Go to User Profile](#)

[Reset](#) [Invitation](#)

Did you complete the invitation? Click 'Nexoffice App Download' and install it directly.

After sending emails to users,
you can view and manage user profiles
by accessing “User Management” >
“User Profile Management.”

- View users' registration status
- Resend invitation email
- Delete users

SAMSUNG SDS Nexoffice

Quick User Registration ✎

or Enterprise

User Management

User registration
User Profile
neinstat@winrarawal

Group Management

Base info, check

Batch info, mgmt.

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User Profile

▶ Squaretest

Full name ID Job Title Office Phone

Full name	ID	Job Title	Office Phone
test test	yunhee.seo@samsung.com		
테스트	s870602@nate.com		
LeeYoungwoo	yoleep@gmail.com	Engineer	
TEST middle LAST	c98.test009@samsung.com	Engineer	
Test Test	woopassion@daum.net	Engineer	
T.T	ayeong.ro@stage.samsung.com	Engineer	
권순락	slkwon@echdata.com	Engineer	
권순락	slkwon@echdata.co.kr	Engineer	
김동은	dongeunk@echdata.co.kr	Engineer	
김민규	mkkim@uselab.co.kr	Engineer	

Change Profile Change Password Change Team Change T

Resend invitation email

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User Management

Process overall user information by issuing user IDs immediately, changing user information, and reinstating retirees.

Group Management

Process overall team information by registering and adjusting their placement in the organization tree.

Base Info Check

View job titles and job title codes in this menu.

Batch Info Mgmt.

Register or modify information of users or groups in bulk by uploading a document containing such information.

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