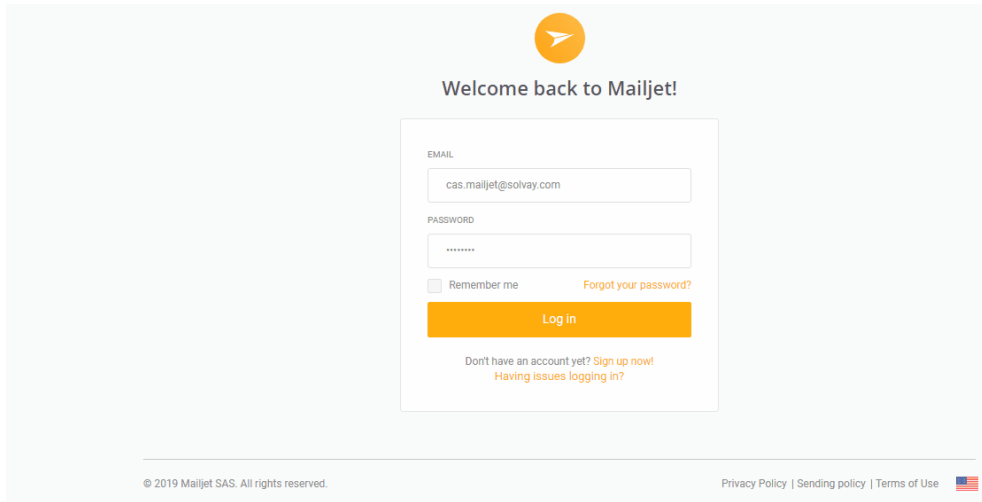


How to create or update a user account

Step 1 : Login to Mailjet main account and create new account

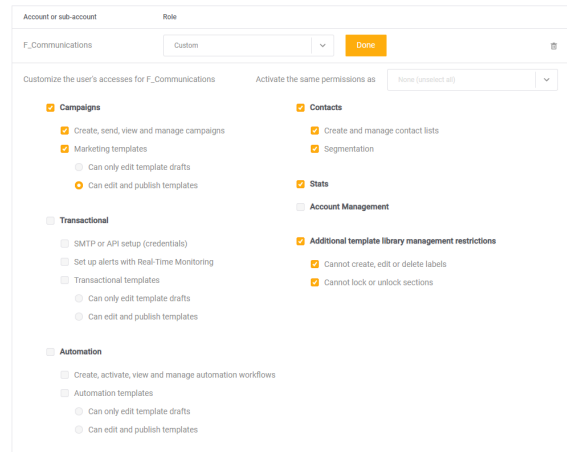
- Click on your user account
- Go to "account settings"
- Go to "account sharing"
- Grant user rights (basic or advanced)



The image shows the Mailjet login interface. At the top center is the Mailjet logo (an orange circle with a white arrow). Below it, the text "Welcome back to Mailjet!" is displayed. The main content area is a white box containing a login form. The form has two input fields: "EMAIL" with the value "cas.mailjet@solvay.com" and "PASSWORD" with a masked password "*****". Below the password field are two links: "Remember me" (with an unchecked checkbox) and "Forgot your password?". A large orange "Log in" button is positioned below the links. At the bottom of the form box, there are two links: "Don't have an account yet? Sign up now!" and "Having issues logging in?". At the very bottom of the page, there is a footer with the text "© 2019 Mailjet SAS. All rights reserved." on the left, and "Privacy Policy | Sending policy | Terms of Use" on the right, accompanied by a small French flag icon.

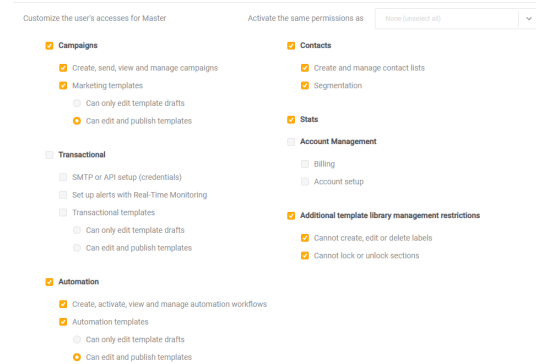
Note: Change the **Can only edit template drafts** to **Can edit and publish templates**

Basic user rights



The image shows the "Basic user rights" configuration screen in Mailjet. The top section shows "Account or sub-account" set to "F_Communications" and "Role" set to "Custom". A "Done" button is visible. Below this, there are two columns of permissions. The left column is titled "Customize the user's accesses for F_Communications" and the right column is titled "Activate the same permissions as" with a dropdown menu set to "None (unselect all)". The permissions are organized into several categories: Campaigns, Transactional, Automation, Contacts, Stats, Account Management, and Additional template library management restrictions. Each category contains a list of permissions with checkboxes. In the "Campaigns" category, "Create, send, view and manage campaigns", "Marketing templates", "Can only edit template drafts", and "Can edit and publish templates" are all checked. In the "Transactional" category, "SMTP or API setup (credentials)", "Set up alerts with Real-Time Monitoring", "Transactional templates", "Can only edit template drafts", and "Can edit and publish templates" are all unchecked. In the "Automation" category, "Create, activate, view and manage automation workflows", "Automation templates", "Can only edit template drafts", and "Can edit and publish templates" are all unchecked. In the "Contacts" category, "Create and manage contact lists" and "Segmentation" are checked, while "Can only edit template drafts" is unchecked. In the "Stats" category, "Account Management" is unchecked, while "Billing" and "Account setup" are also unchecked. In the "Additional template library management restrictions" category, "Cannot create, edit or delete labels" and "Cannot lock or unlock sections" are checked, while "Additional template library management restrictions" is unchecked.

Advanced user rights (i.e. with automation)



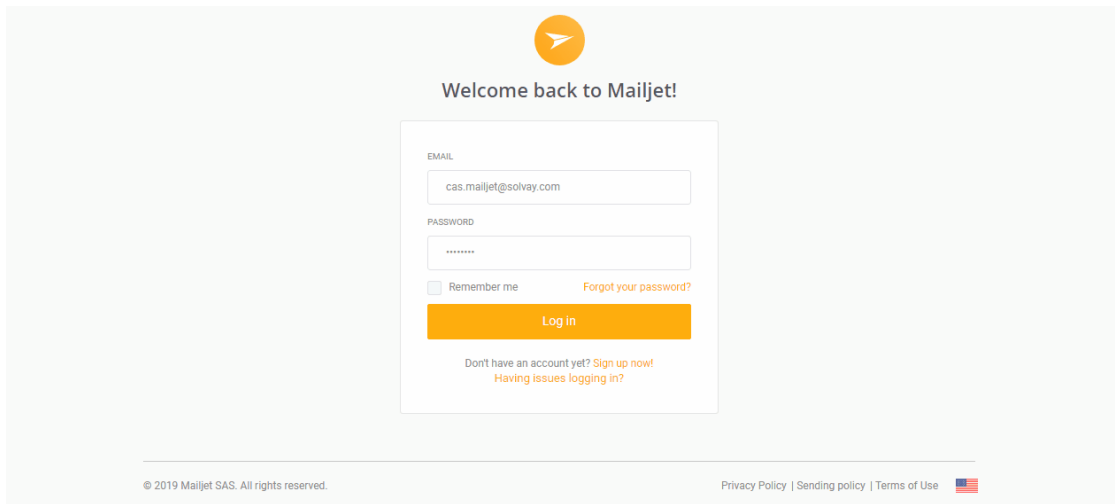
The image shows the "Advanced user rights" configuration screen in Mailjet. The top section shows "Customize the user's accesses for Master" and "Activate the same permissions as" with a dropdown menu set to "None (unselect all)". Below this, there are two columns of permissions. The left column is titled "Customize the user's accesses for Master" and the right column is titled "Activate the same permissions as". The permissions are organized into several categories: Campaigns, Transactional, Automation, Contacts, Stats, Account Management, and Additional template library management restrictions. Each category contains a list of permissions with checkboxes. In the "Campaigns" category, "Create, send, view and manage campaigns", "Marketing templates", "Can only edit template drafts", and "Can edit and publish templates" are all checked. In the "Transactional" category, "SMTP or API setup (credentials)", "Set up alerts with Real-Time Monitoring", "Transactional templates", "Can only edit template drafts", and "Can edit and publish templates" are all unchecked. In the "Automation" category, "Create, activate, view and manage automation workflows", "Automation templates", "Can only edit template drafts", and "Can edit and publish templates" are all checked. In the "Contacts" category, "Create and manage contact lists" and "Segmentation" are checked, while "Can only edit template drafts" is unchecked. In the "Stats" category, "Account Management" is unchecked, while "Billing" and "Account setup" are also unchecked. In the "Additional template library management restrictions" category, "Cannot create, edit or delete labels" and "Cannot lock or unlock sections" are checked, while "Additional template library management restrictions" is unchecked.

Step 2: Add the user in Mailjet cleanup contact list

Put all user information : First name, Last name, Email address, GBU/F (e.g. F_COMMUNICATION), date of training.

e.g.

Erin	Bellomy	erin.bellomy@solvay.com	GBU_NOVECARE	November 4
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Step 3: Update the VERSION FINALE- Mailjet training List Google spreadsheet

Put all user information : First name, Last name, Email address, GBU/F (e.g. F_COMMUNICATION), date of training.

e.g.

Erin	Bellomy	erin.bellomy@solvay.com	GBU_NOVECARE	November 4
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Please fill in all the details in the spreadsheet once training is completed