

Using Aconex: A Cheat Sheet

So you're working on a project with Aconex. We're happy to have you onboard. Here's what you can do to get started on your project ASAP.



1. Check your email

Your project-owning organization—the company you're working for—will have added you to the project. You should have received an email with your login details.



2. Find your Org Admin

Once you're logged in, we recommend finding out who your Org Admin is. This person is a great resource, as they can help you reset your password and login name if you forget both and provide guidance if you get stuck. [Follow these steps](#) to figure out who your Org Admin is.



3. Visit our [Essentials page](#) (and watch the video!)

This whole page is helpful, but if you do only one thing, we recommend you watch the video to get a better understanding of what Aconex is and how it can make your job easier.



4. Learn more about common tasks

Have a few extra minutes? Check out these links for quick overviews on some of the most common things you'll do in Aconex:

[Aconex Documents essentials](#)

Everything you need to know to upload and transmit documents

[Project Mail overview](#)

Learn how mail in Aconex works

[What is the difference between a document, a transmittal, and a mail?](#)

Understand these tools and when to use each one



5. Get in touch if you need support

Our [Support Central](#) page is full of helpful videos, how-to guides, and more. You can also get in touch with us 24/7 if you need live assistance.

