

How to Open & Close Wall Access

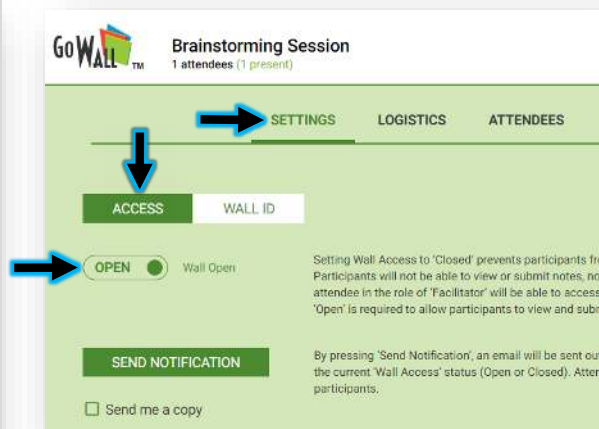
1.

Go to My Walls
& select 'DESIGN'.



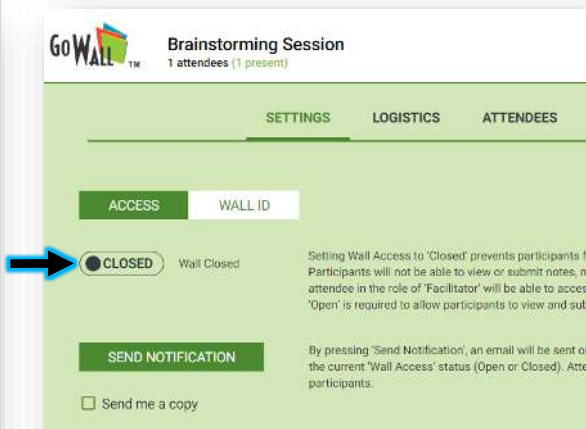
2.

Select 'SETTINGS' tab
& under the 'ACCESS' sub-tab, click 'Open' (default setting) to toggle Wall Access between 'OPEN' & 'CLOSED'.



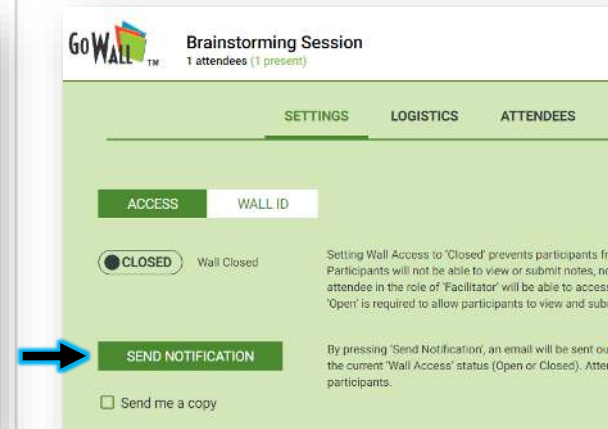
3.

'OPEN' = Participants can access the Wall
'CLOSED' = Participants cannot access the Wall.
Note: Facilitators can always access the Wall.



4.

'SEND NOTIFICATION' = GoWall will send an email notifying Participants of the current wall status (either 'Open' or 'Closed').



How to Use Wall ID

1.

Go to My Walls
& select 'DESIGN'

(Note: Wall ID is not required to invite GoWall Users to your Wall. Wall ID can be used in conjunction or in place of standard GoWall email invites).

2.

Select 'SETTINGS' tab, then select the 'WALL ID' sub-tab and you will see a unique, case-sensitive Wall ID you can share with others.

3.

Those with whom you share your Wall ID can join your Wall from their 'My Walls' screen by inputting your ID in the 'JOIN BY WALL ID' box & selecting 'JOIN'.

4.

You can block Wall ID access to anyone who has not yet joined your Wall using Wall ID – simply toggle 'Join by ID' from 'ALLOWED' to 'BLOCKED'.

