Adobe Creative Cloud

Creative Cloud for teams Getting Started Guide

Learn how to set up and manage your membership.

Get started

Welcome to Adobe Creative Cloud for teams. In this guide you'll find everything you need to get your team up and running with Creative Cloud quickly and easily—including how to invite users, assign licenses, add administrators, and more.

1 Access the Admin Console
ADMINISTRATORS

2 Assign licenses and notify users
ADMINISTRATORS

3 Add, reassign, or remove users
ADMINISTRATORS

4 Join team, install, and download apps
USERS

Tip: Administrators may also use Creative Cloud Packager to package and distribute apps and services to users. Learn more.

1 Access the Admin Console (for admins)

The Admin Console is where admins assign and manage Creative Cloud for teams licenses. Each team has a Primary Admin who manages the payment and billing information. The Primary Admin can also add Secondary Admins to help with user management and deployment. Both Primary and Secondary Admins use their Adobe IDs to access the Admin Console.

A   Sign in to *www.adobe.com* with your Adobe ID and password.

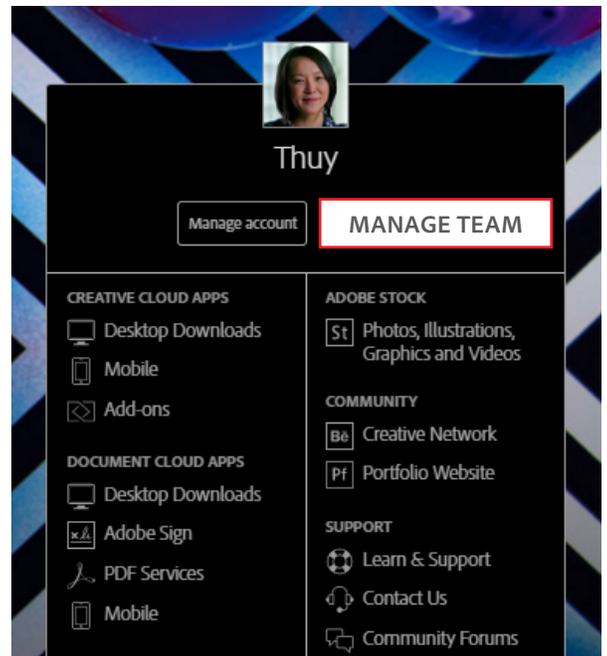The **Sign In** link is in the top navigation bar of most pages.

If you're already signed in, click your name in the top navigation bar.

1A: Sign In

B   In the navigation pane that appears, click **Manage Team**. The Manage Team page appears.

To sort licenses by name, product, or status, select the corresponding column in the header row.
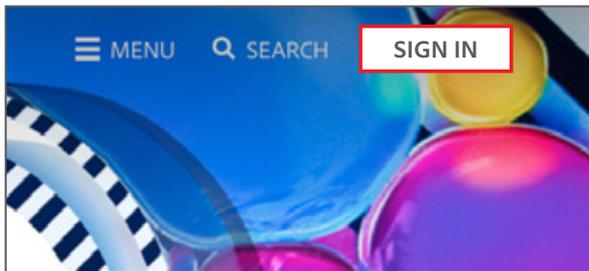
1B: Manage Team

2 Assign licenses and notify users

Assign licenses to users so they can access apps, services, and storage. There are two options for doing this: You can assign a license to a single user or to multiple users.

When you assign licenses to users, Adobe sends email invitations to those users. Once the users accept their invitations, Adobe assigns licenses to them. You must have licenses that are available to be assigned in order to see this feature.

A **Option 1—Assign a license to a single user**

I. In the left navigation pane, click **Unassigned Licenses** to open the Unassigned Licenses tab.

II. In the Name column, click **Assign User**. The Assign User dialog appears.

III. Enter the user's email address and click Assign User. You can also choose to include the name of the user along with a personal message before sending the invitation.

IV. Adobe sends an email invitation to the user. When the user accepts the invitation, Adobe assigns a license to the user.


2A, I: Assign a single user

Tip: Team administrators aren't assigned licenses by default. Assign a license to yourself to access Creative Cloud apps and services.

2 Assign licenses and notify users *continued*

A Option 2—Assign licenses to multiple users

I.   In the top toolbar, click **Assign Users**.

II. Copy and paste the users' email addresses, or upload a CSV file—delimited by either commas or tabs—that contains the list of email addresses. You can also add a personal message.

III. Click **Assign Users**. Adobe emails invitations to the users. When a user accepts the invitation, Adobe assigns a license to that user.
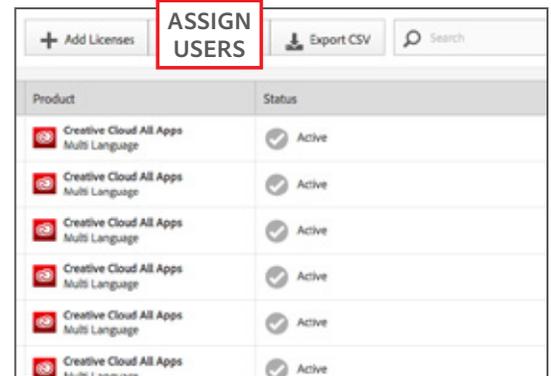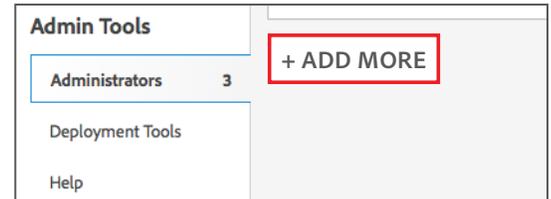
2A, I: Assign multiple users

B Add Secondary Administrators

Like Primary Admins, Secondary Admins have rights to add, invite, and reassign licenses, and just like you, they can cancel licenses during the license renewal window (unless you've purchased through an Adobe reseller). As the financially responsible party, only Primary Admins can make billing changes, including canceling an account or authorizing a change of Primary Admin.

I.   In the left navigation pane, click **Administrators** to open the Administrators tab.

II. Click the **Add More** link located at the bottom of the table.

III. Enter the email address and name of the person to invite as an administrator.

IV. Click **Add Administrator**.

2B, II: Add more administrators

C Resend an invitation

If a user hasn't accepted an invitation to join the team, the invitation status appears in the Pending Users list. If you want to resend the invitation, simply click **Resend**. If you want to invite someone else to use that license, revoke the invitation and invite another user.

I.   In the left navigation pane, click **Pending Users** to open the Pending Users tab.

II. Click **Click to resend** for the user to whom you want to resend the invitation.

3 Add, reassign, or remove users

A Add licenses

If you purchased Creative Cloud for teams through Adobe.com, you can buy additional licenses at any time and you'll be billed in your next billing cycle.

Similarly, if you purchased licenses through a reseller, you can add licenses at any time in the Admin Console; however, you'll need to place an order with your reseller within 30 days to complete the transaction. If you don't place your purchase order within 30 days, you won't be able to add any more licenses, and your unpaid licenses may be deactivated.

If you don't know who your reseller is, contact Customer Support.

All additional licenses will co-terminate with your original anniversary date.

To purchase additional licenses, follow these steps:

I. In the top toolbar, click **Add Licenses**.
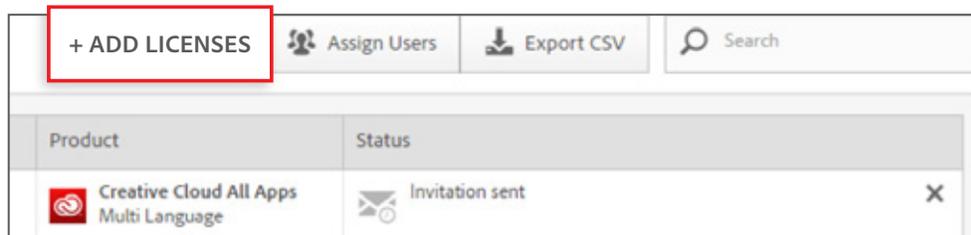
II. On the next screen, select the product and number of licenses you want to purchase in the drop-down menu.

III. Click **Confirm** and follow the onscreen instructions.

IV. Invite a user to the added license, following the steps listed in Assign a license to a single user.
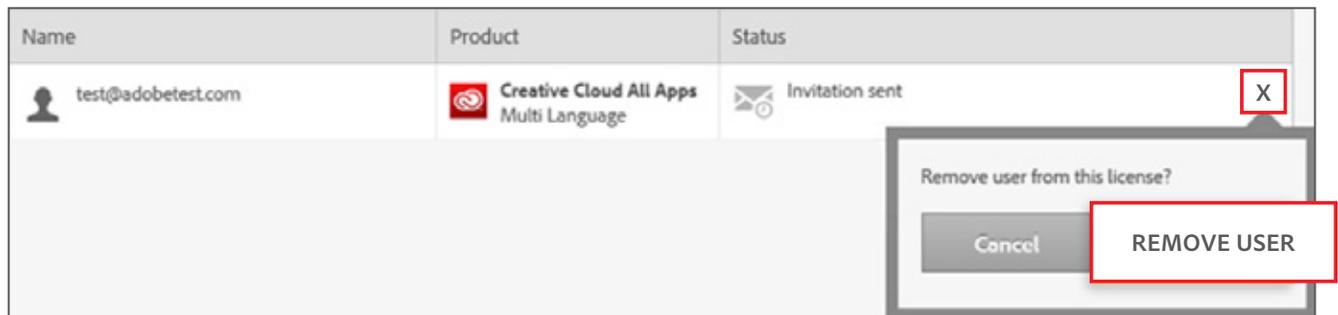
3 Add, reassign, or remove users *continued*

B **Reassign a license**

You can reassign a license to another user. This is a two-step process:

I. Remove an existing user.

You can choose to remove a user from your team. The assigned license is then available to be assigned to another user.

In the All Licenses tab, click **X** for the user you want to remove.

Name	Product	Status	
test@adobetest.com	Creative Cloud All Apps Multi Language	Invitation sent	X

Remove user from this license?

Cancel   REMOVE USER

3B, I: Remove an existing user

Click **Remove User**. The license is now unassigned. This unassigned license is moved to the Unassigned Licenses tab, and the number of unassigned licenses is increased by one.

II. Assign a license to another user.

Invite a new user, following the steps listed in Assign a license to a single user.

4 Join team, install, and download apps (for users)

A To gain access to Creative Cloud for teams apps and services as a user, you need to be invited by an Administrator. Here's how it works:

I. Administrator emails you an invitation to join the team.

II. Click the link in the email to create an Adobe ID (if you don't already have one) in order to get access to the team membership. After entering the invitation email address as your Adobe ID, create a password and sign in.

III. Click **Accept Invite** to become a Creative Cloud for teams member.
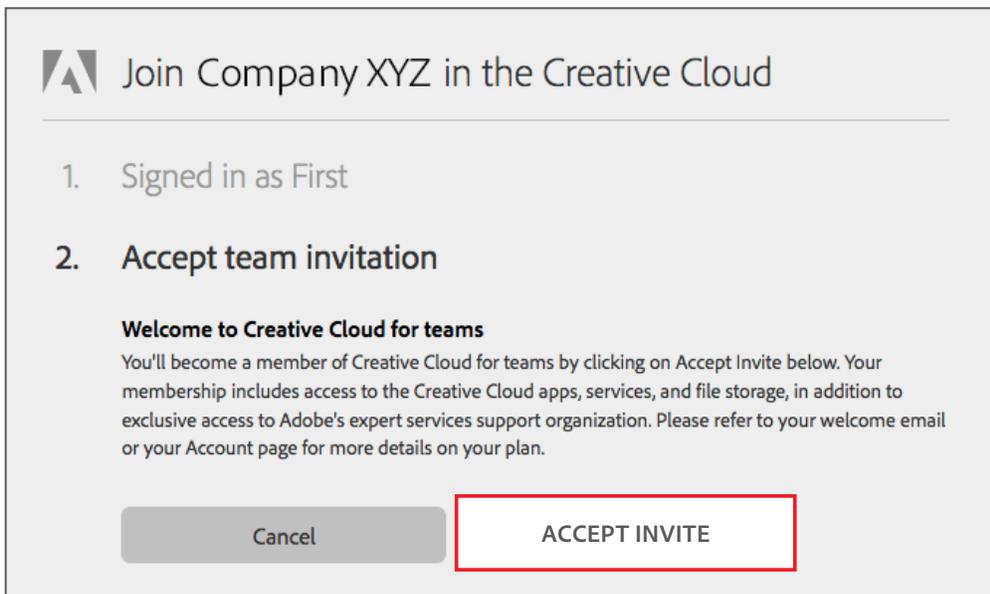
4A, III: Accept invitation

4 Join team, install, and download apps *continued*

B To get started, download an app from the Adobe website by either clicking the link provided upon accepting the team invitation or by going directly to the Creative Cloud apps catalog.

I. On the Creative Cloud apps catalog, find the app you want to download, such as Illustrator.
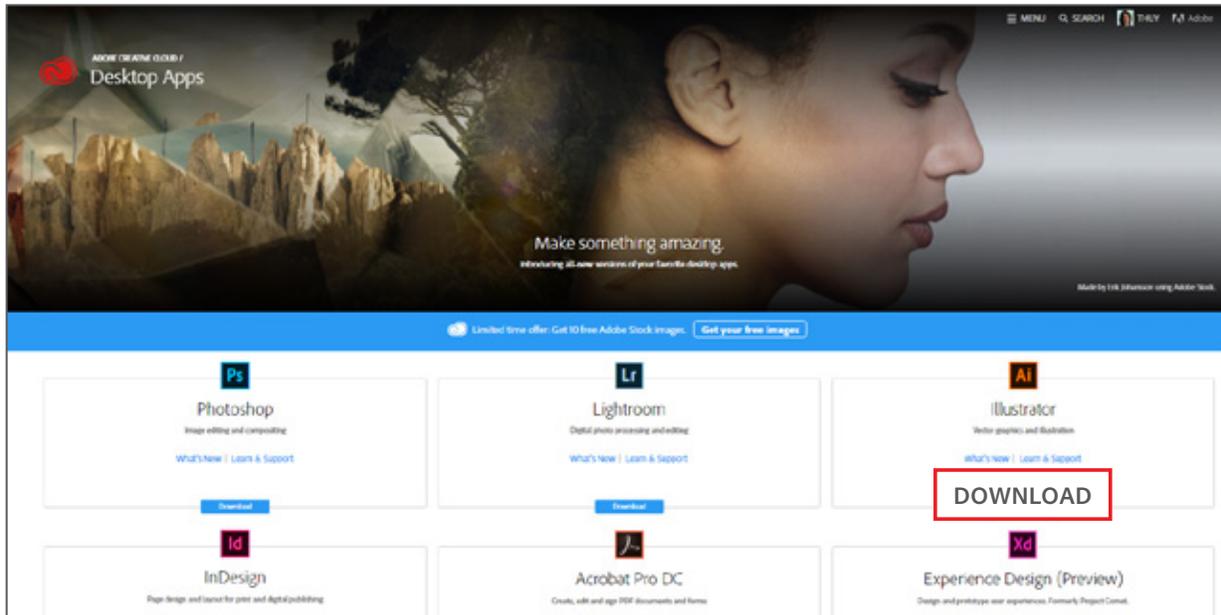
**II.** Click **Download** to install the app. If you're not signed in, you'll be asked to sign in with your Adobe ID and password. Follow the onscreen instructions.

Your app will begin to download.

At the same time, the Creative Cloud desktop app will appear and manage the rest of the installation process. Check your download progress in the status bar next to the app's name.

III. To launch a new app, find the application's icon in the Apps panel and click **Open**.
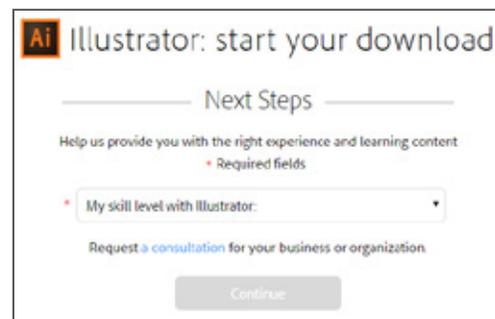
Customer resources

DEPLOYMENT AND MANAGEMENT

Creative Cloud help / Creative Cloud for teams (Administrators)

Creative Cloud for teams 1-minute getting started video

Creative Cloud for teams 4-minute Admin Console walk-through video

Creative Cloud Packager deployment video

Creative Cloud Packager help

Deploying Creative Cloud for teams help

Troubleshoot Creative Cloud download and install issues

Creative Cloud for teams FAQ

PRODUCT SUPPORT

Creative Cloud help / Creative Cloud for teams (users)

Adobe Expert Services—(All Apps plan only, Adobe ID required)

Adobe tutorials

Adobe Stock overview

Adobe Stock FAQ

Adobe social media communities

Adobe Creative Cloud blog

Tip: To be sure you receive useful information about your Creative Cloud membership, opt in on the Communication tab under Manage Account and specify your preferred format for communications.