Three easy steps to get started

Administrator

Step 1: Sign up for Ideolve

No	Title	GIF Link
1	How to sign up for Ideolve?	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/1-sign-up-on-ideolve.gif)

Step 2: Create workspaces and invite users

No	Title	GIF Link
1	How to create a workspace and invite people to join?	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/2-create-workspace-and-invite-users.gif)

End Users

Step 3: Start collaborating with Ideolve

No	Title	GIF Link
1	How to accept an invitation to join Ideolve?	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/3-accept-invite-join-ideolve.gif)
2	How to create a note and share it with others?	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/05/4-create-and-share-note_ver_2.gif)
3	Note controls and exceptions	Click here (http://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/note_level_controls_and_exceptions.gif)
4	How to publish a note?	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/5-publish-note.gif)

Advance Settings: Secure using Organization and workspace controls

Understanding controls and exceptions

No	Title	Document	GIF Link
1	Organization controls and exceptions	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#organization-level-controls)	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/organization_level_controls_and_exceptions.gif)

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No	Title	Document	GIF Link
2	Workspace controls and exceptions	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#workspace-level-controls)	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/workspace_level_controls_and_exceptions.gif)
3	Note controls and exceptions	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#note-level-controls%C2%A0)	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/note_level_controls_and_exceptions.gif)

Updating default controls

No	Title	Document	GIF Link
1	Update default controls for all workspaces in the organization	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#setting-the-default-controls-for-all-workspaces-in-the-organization%C2%A0)	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/update_default_workspace_level_controls.gif)
2	Update default controls for all notes in a workspace	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#setting-the-default-controls-for-all-notes-in-a-workspace)	Click here (https://skyconnect.mithi.com/wp-content/uploads/sites/5/2020/04/update_default_note_level_controls.gif)