

# Getting Started in Xero

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## Before You Start

Before you can start using Xero, we will set up your user account and send you an email (via Xero) inviting you to confirm your account. When you receive the email:-

1. Please click the link that is included in the email.
2. Your email address will be your user name
3. Enter a password for future logins
4. This is your personal password - please make it strong enough to prevent unauthorised access to your account
5. We can easily set up new users with their own passwords as needed.

## Log in to Xero

Xero works well with all major browsers and on most types of computer, tablet, smart phone etc.

To start a session:-

1. Open your browser
2. Enter [www.xero.com/login](http://www.xero.com/login) in the address bar
3. Enter your email address and password in the relevant areas
  - a. Note – there is a link on this screen if you forget or want to reset your password
4. Click Login to activate Xero

## Experiment with the Demo Company

Xero provides a Demo Company that is available from My Xero in the main menu.

This is very useful if you want to try something without making any changes to your real data.

Xero regularly resets the Demo Company to the default settings – you can also reset it at any time.

## Log Out

When you have finished using Xero, click **Logout** near top right in the main menu bar.

Xero will automatically log you out when there has been no activity some time – log in again as needed.