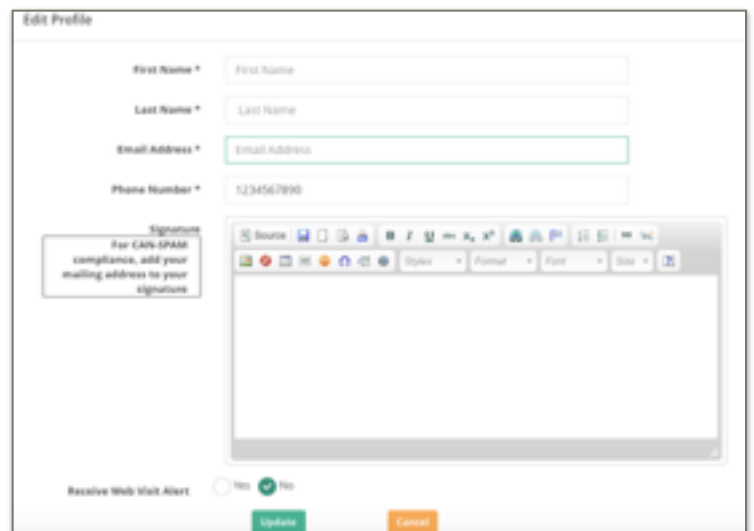# QuickStart Steps

Welcome to BuzzBuilder. Getting started with your new account is easy. Once you've logged in for the first time, please follow these basic steps to create your profile and set your private password.

1. Profile Settings

Click on **Your Name** (located at the top left of the screen) to edit your profile settings:

Input your contact information:

- First Name
- Last Name
- Email Address
- Phone Number
- Create your email signature
  - This will appear at the bottom of each email, similar to a Microsoft Outlook signature
  - If you'd like to add a company logo to your signature, **click here** to learn how to add images
- Choose whether or not you'd like to receive certain reports, such as a weekly bounce report or daily opt-out report
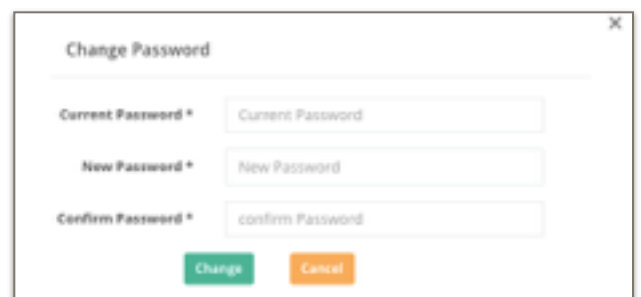- Once the changes are complete, click **Update**.

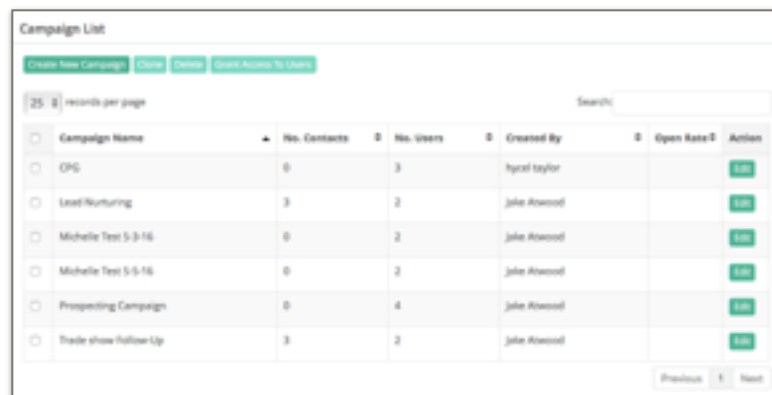## 1. Change Password

Click on **Your Name** to change your password:

- Input the Current Password
- Input your New Password
- Confirm your New Password

Once the changes are complete, click **Change**.

2. Browse Current Campaigns

In many cases, your administrator may have already created several email campaigns for your company. If so, click on the **Campaigns** tab and you'll notice various campaigns listed in the **left sidebar**. Click on a campaign to select it. In the **Campaign Emails** section, click on the **eyeball icon** to view a sample of each message.

3. Create Your Own Campaigns

If you've been granted permissions to create new campaigns, you'll notice a button in the top right corner of the **Campaigns** tab that says **New Campaign**. If you don't see this button, then you don't have the ability to create a campaign.

To build a campaign, read this article:
Creating Campaigns and Emails within Campaigns