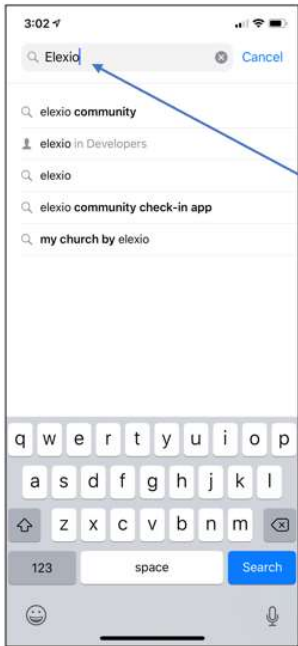


Download and Installation Guide

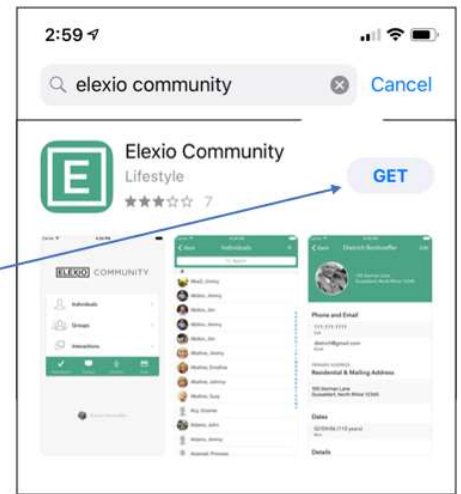
Search and download Elexio App – iPhone/iPad/iPod Touch



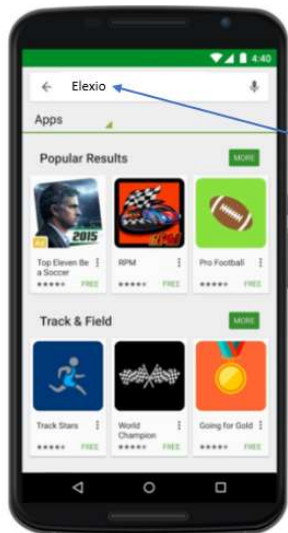
- On your iPhone device, Click the App store icon
- In the search window, type “Elexio” and then select “elexio community”
- Find “Elexio Community” app on the list of available apps and click “Get”
- Follow the on-screen instructions to install the app on your phone



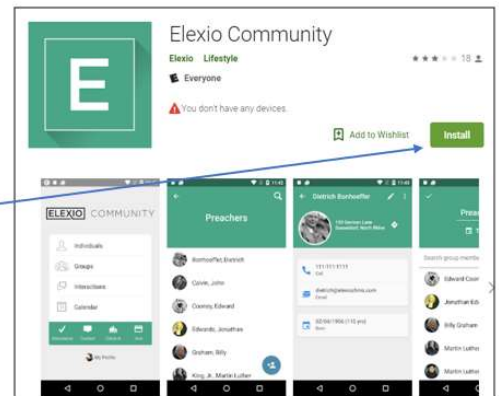
Made for iPhone | iPad | iPod



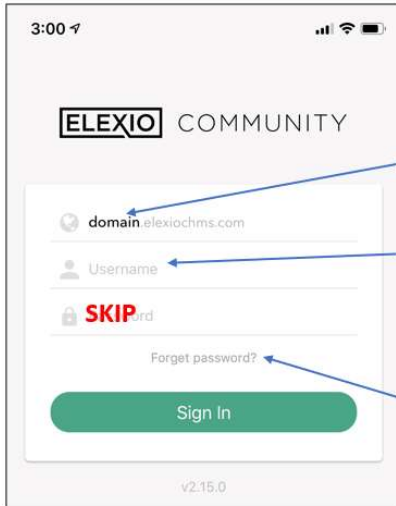
Search and download Elexio App – Android




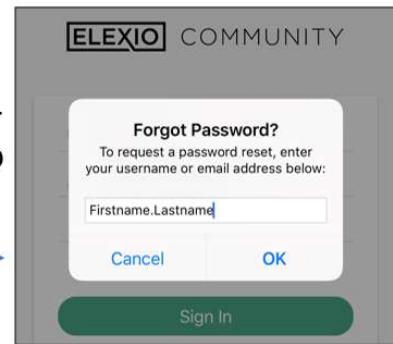
- On your Android device, click the Play Store icon
- In the search window, type “Elexio” and then select “elexio community”
- Find “Elexio Community” app on the list of available apps and click “Install”
- Follow the on-screen instructions to install the app on your phone



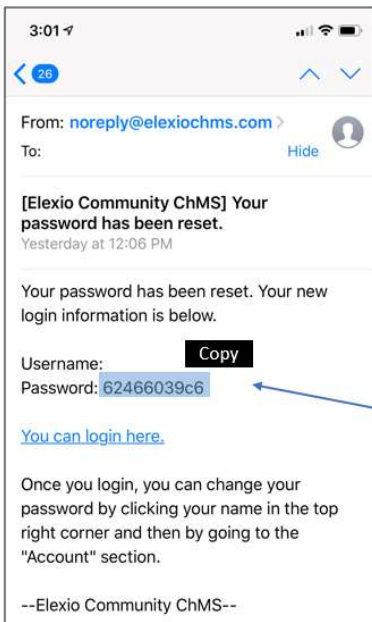
Accessing the Elexio App



- Once installed, click the Elexio App to open it – you will be taken to a Log-in Screen like shown here 
- For domain, type in “**coppellbible**”
- For User Name, type in your first and last name like so with a “.” in between – “**Firstname.Lastname**”
- Skip Password
- Click “Forgot Password” – you will see a window pop up like below. Click “Ok”



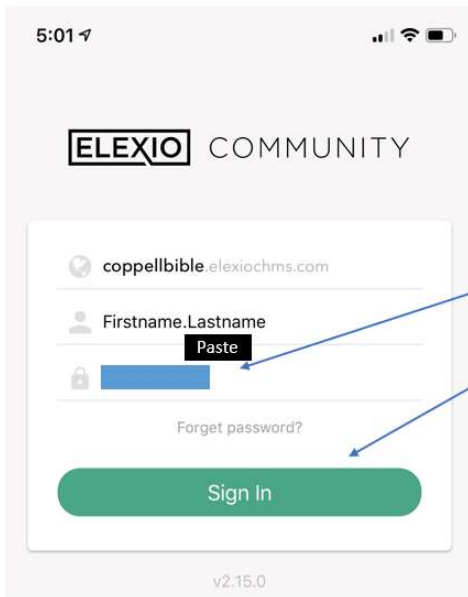
Receiving the Email from Elexio



Once you have clicked **Ok**, Elexio will send you an email to the email address on file for you with Coppel Bible Fellowship

- Access that email account on your phone and look for the email from Elexio – it will be from noreply@elexiochms.com
- Go to the Password section of the email and highlight the password indicated there and copy that password
 - This is just an example here
- Once highlighted and copied, close the email and return to the Elexio app

Back on the Elexio App



When you are back on the Elexio app:

- Click in the Password section and Paste the copied temporary password into that section
- Click SIGN IN and you're in!

You're in the Elexio App – Hurray!!

From here, you'll be able to see all of your family information – check it over and make sure it's all correct!

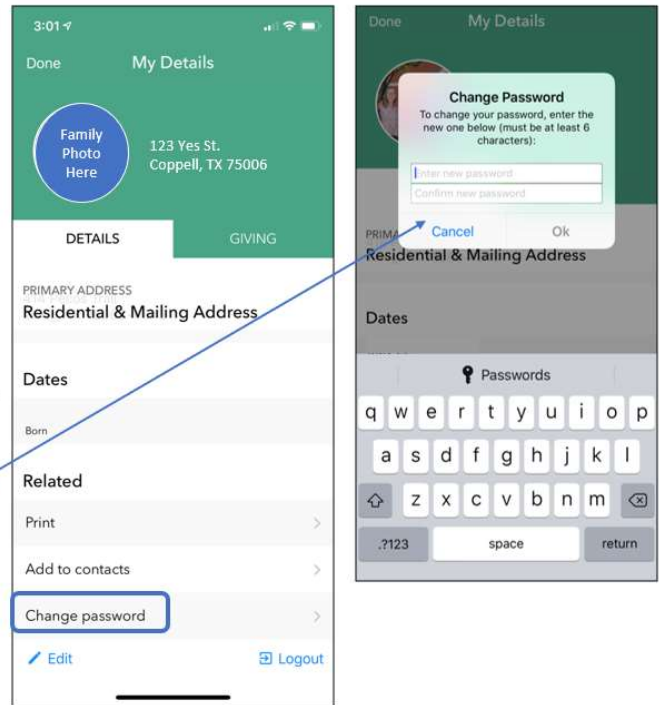
- If you see something wrong, just click Edit and fix it!
- You can also click each family member and edit their details as well
- Remember that only CFB Members can see the Directory of other members but everyone can still use the app!
- See the next page on how to **Change your Password**



Changing your Elexio App Password

Even though you've accessed the app now, you still need to create a new permanent password

- Scroll to the bottom of your Details page
- Click Change Password
- Type in the new password
 - While the only requirement is at least 6 characters, we'd still recommend using a strong password
- Repeat the new password to confirm
- Click OK and you're done!



Accessing Elexio from Other Devices



You can also access Elexio from other Windows based tablets and PCs or on Apple Mac devices.

Simply follow the instructions below to access your Coppell Bible Elexio Account from any of those devices!

- Go to <https://coppellbible.elexiochms.com/>
- Follow the same the instructions as on the smartphone sans the need for a Domain name

