



OWNDAYS

How To Login Line Works



OWNDAYS

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OWNDAYS

01

INTRODUCTION

 **LINE WORKS**

Line Works

LINE WORKS is a business communication and collaboration platform, essentially a corporate version of the popular LINE messenger, that integrates essential work tools like chat, mail, calendar, contacts, and file sharing into one secure app, helping companies streamline operations, improve remote work, and separate work from personal life with familiar features like stamps and easy mobile access. It offers enterprise-grade security and management, making it suitable for businesses of any size to enhance internal and external communication efficiently

Line Works

key Features & Benefits

- **Unified Communication:** Combines messaging (with LINE's beloved stamps), voice/video calls, mail, and announcements in a single interface.
- **Productivity Tools:** Includes Calendar for scheduling, Drive for file storage, Tasks for project management, and Forms for surveys.
- **Security & Management:** Offers admin controls, user management, encryption, and monitoring to prevent data leaks and manage access.
- **Work-Life Separation:** Helps maintain professional boundaries by providing a dedicated work environment.
- **External Connectivity:** Allows connection with external LINE and LINE WORKS users, expanding business reach.
- **Cross-Platform:** Accessible on PCs, smartphones (iOS/Android), and web browsers.

Photo Guide 02

How to Login Line Works



Step 1 :
Open Line Works and sign in
with your username and
password.

A screenshot of the Line Works login interface. At the top is the 'LINE WORKS' logo. Below it, the text 'Enter your mobile phone number or ID.' is followed by a text input field containing '2061234567 or id@group.xx'. A blue 'Login' button is positioned below the input field. At the bottom left, there is a checkbox labeled 'Keep me logged in' and a link 'Find ID'. At the bottom right, there is a button with the LINE logo and the text 'Log in with LINE ID'. At the very bottom, a small disclaimer states: 'By logging in, you are agreeing to the revised Terms of Service and Privacy Policy.'

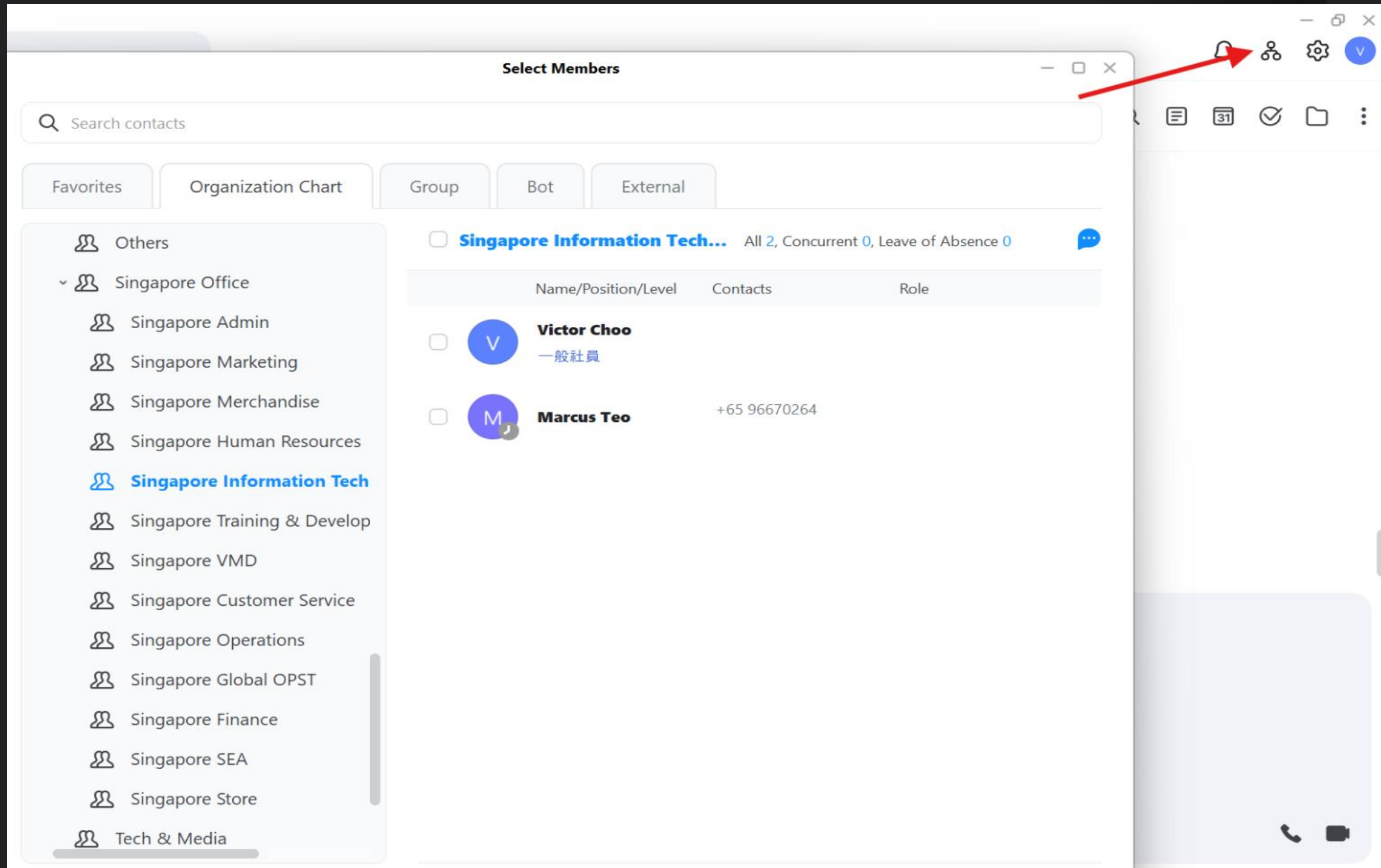
Step 2 :
Enter your new
password.

A screenshot of the 'Enter a new password' screen. The title 'Enter a new password.' is at the top, followed by the username 'TeoMarcus (marcus.teo@owndays)'. There are two password input fields: 'New password' and 'Confirm new password', each with a toggle icon. Below these fields, two bullet points specify password requirements: '8~20 alphanumeric characters' and 'No more than 3 consecutive/identical letters or numbers'. A large blue 'OK' button is centered below the requirements. At the bottom, there is a link: '← Login using another account'.

Step 3 :
Once you login, please key in
your company phone
number to verify your
account.

A screenshot of the 'Connect your mobile phone number' screen. The title 'Connect your mobile phone number.' is at the top. Below it, a note says: 'You can log in without using your password. You can also choose whether to publicly display your mobile phone number on your profile.' There is a dropdown menu showing 'Singapore' and an input field with '96670264', followed by a 'Verify' button. Below this is another input field labeled 'Enter verification code'. A checkbox 'Saving the number to my profile' is checked. A large blue 'OK' button is centered below the checkbox. Below the 'OK' button is a 'Skip' link. At the bottom, there is a link: '← Login using another account'.

Step 4: Find our OSG/Global team members from the organization chart and start your first chat.



How To Backup Line Chats 03

How To Backup Line Chats

There is no function to transfer chats from LINE to LINE WORKS.

We recommend you to backup the LINE chat contents as text data and to post them to “note” in LINE WORKS.

- For Smartphones (Android / ios)

- 1) Go to the menu (three lines) at the upper right corner on the chat screen.
- 2) Go to "Setting".
- 3) Go to "Export Chat History" and save.

- For PCs

- 1) Go the menu (three lines) at the upper right corner of the chat screen.
- 2) Go to "Save Chat" and save.

How To Connect With User 04

How To Connect With Users On Your Line Works

You can make friends with LINE users on your LINE WORKS, even if they do not have a LINE WORKS account. The following is how to connect LINE users on your LINE WORKS:

- 1) Go to "Contacts"
- 2) Tap A green square icon with a white plus sign inside.
- 3) Choose "Add External Contacts" A blue square icon with a white person silhouette inside.
- 4) Choose "LINE User".
- 5) Share your QR code, link or business card image with the LINE user and ask her/him to add you as a friend.
- 6) Once the LINE user adds you as a friend, a chat room will be created on your LINE WORKS.

Note: as for 5), you share your LINE WORKS QR code (and so on) with LINE users. The other way round does not work.

How To Add External 05

How To Add External Line Works Users Into Your Line Works Contacts



How to add external (i.e. non-OWNDAYS staff) LINE WORKS users into your LINE WORKS is as follows:

- 1) Go to "Contacts"
- 2) Tap 
- 3) Choose "Add External Contacts" .
- 4) Choose "External LINE WORKS Users".
- 5) Add the external user to your Contacts using her/his ID, phone number, or QR code.
- 6) When you add the contact, the LINE WORKS user's contact information will be registered under "Clients/Partners".

Note: If you do not have her/his ID, phone number, or QR code, share your QR code, link, or business card image with her/him and ask her/him to add you.