

# Request Membership in a JX Network

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To see the information shared by a network, you must be a member of that network. If you are not already a member, you can request membership by emailing the network owner with details about the participant, JX user group, or network you want added.

## To request membership in a JX network

1. On the main menu, point to **Planning** and in the list, click **Facilities**. The *Facility Administration* page opens.
2. On the left, click the name of the facility for which you want to create a network. The *Details for YourFacility* appears on the right.
3. Toward the bottom, click **Details**. The *Details* drawer opens and when Juvare Exchange has been enabled for the domain and facility, you see two network links.
4. Click **JX Network Management**. The *JX Network Management* window opens.
5. On the *Managed Networks*, *Connected Networks*, or *All Networks* tab, for any network to which you want membership, click contact's email address. Your email service will open a new email addressed to this contact.
6. Enter a subject and message requesting membership for one or more participants, user groups, or networks.
7. Click **Send**.