Meta for Work Portal

Complete Setup & Operating Guide

From creating your account to enrolling headsets, assigning apps, casting and launching — step by step.

Prepared by iXRLabs

Before you start

The Meta for Work portal is the website you use to manage your VR headsets and apps from one place. It has two areas you will use: the Admin Center (accounts and organisation settings) and the Device Manager (headsets and apps).

This guide covers the whole journey in plain language. You don’t need any technical background — follow the numbered steps and match them to the pictures.

What this guide covers:

1. Set up your browser and VPN (first-time only)
2. Create your Meta for Work account (sign up)
3. Sign in to the portal
4. Enrol (add) a headset into your organisation
5. Accept an app invitation for your organisation
6. Assign an app to a user / device
7. Cast a headset feed to your screen (single or multiple headsets)
8. Launch an app on a headset from the portal
9. Rolling out to multiple headsets

What you will need:

- A computer with a web browser.
- A work email address you can receive mail on.
- One way to receive login security codes: a phone number for SMS/WhatsApp, an authentication app, or a physical security key.
- Your Wi-Fi network name and password (for the headsets).
- The headsets you want to set up, charged and ready.

1. Set up your browser and VPN (first-time only)

Meta for Work sign-up is not available in every country. If the sign-up page will not open or says the service is not available in your region, connect through a United States location first. The easiest way is the Opera browser, which has a free VPN built in — nothing extra to buy or install.

Download and install Opera

Opera is a free web browser. You only need it for the sign-up; you can keep using your normal browser afterwards.

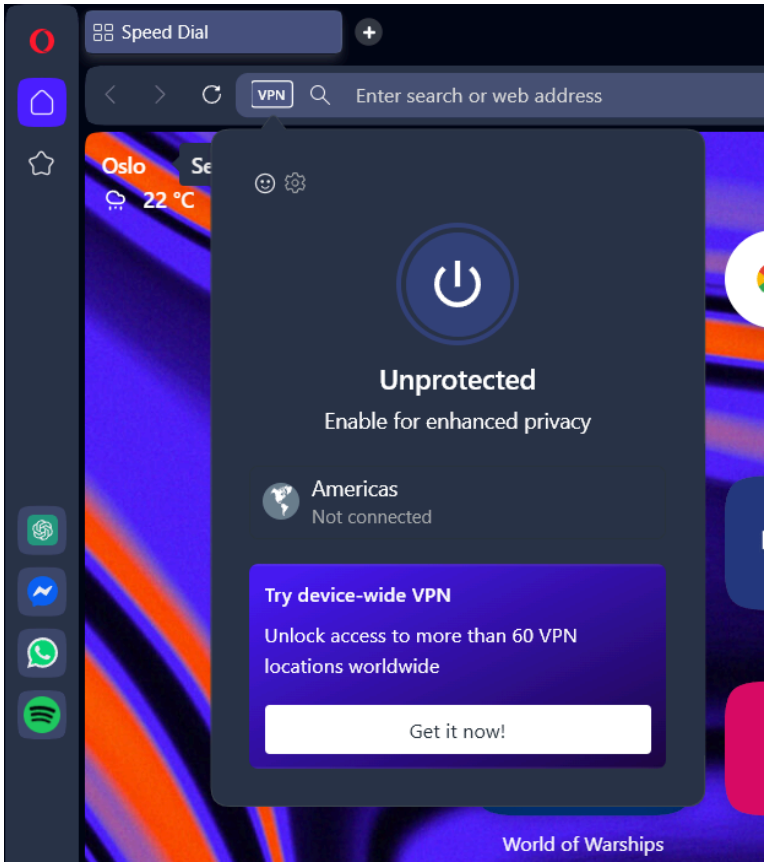
1. Open this link in your current browser: www.opera.com/download
2. Click the Download now button on that page. The installer file will be saved to your Downloads folder.
3. Open the downloaded file (on Windows it is named something like OperaSetup.exe; on Mac it is a .dmg file) and follow the on-screen instructions to install.
4. When installation finishes, open Opera. You can skip any “import your data” or “set as default browser” prompts — they are not needed.

Direct download pages: Windows and Mac — www.opera.com/download | Full list of versions — www.opera.com/browsers

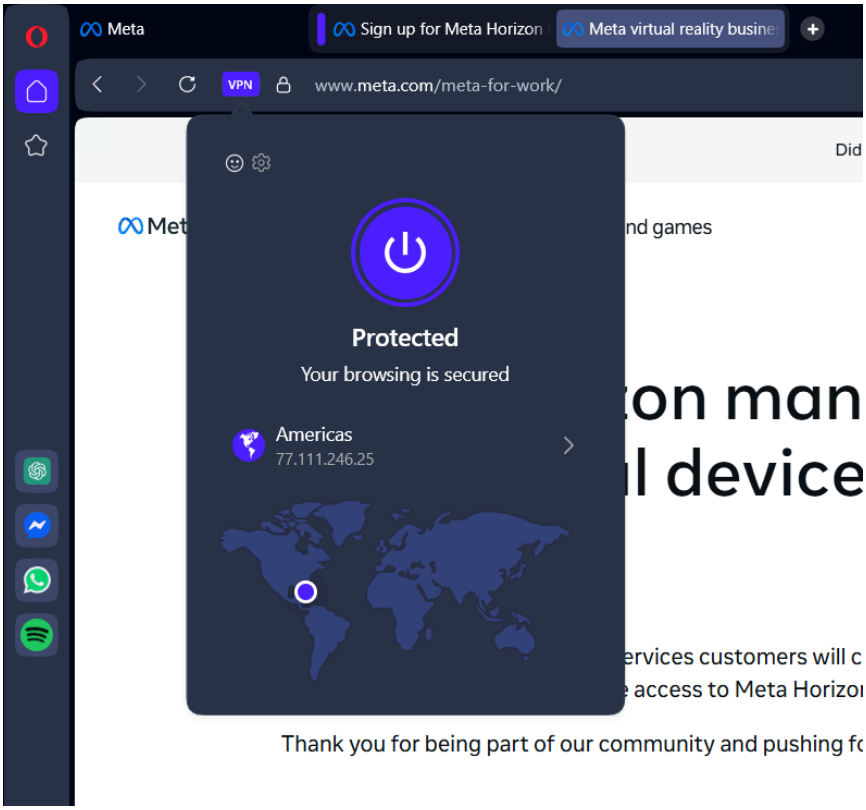
> **Tip:** Only download Opera from opera.com. Copies from other websites can be out of date or unsafe.

Turn on Opera’s built-in VPN

5. In Opera, click the VPN badge on the left side of the address bar. A panel opens showing “Unprotected”.
6. Click the round power button to turn the VPN on.



7. Wait until the panel shows Protected — your browsing is secured, with the location set to Americas. If a different region is shown, click the location row and choose Americas.



> **Tip:** Keep the VPN on for the whole sign-up. If a page fails to load halfway through, check the VPN badge still shows Protected, then reload the page.

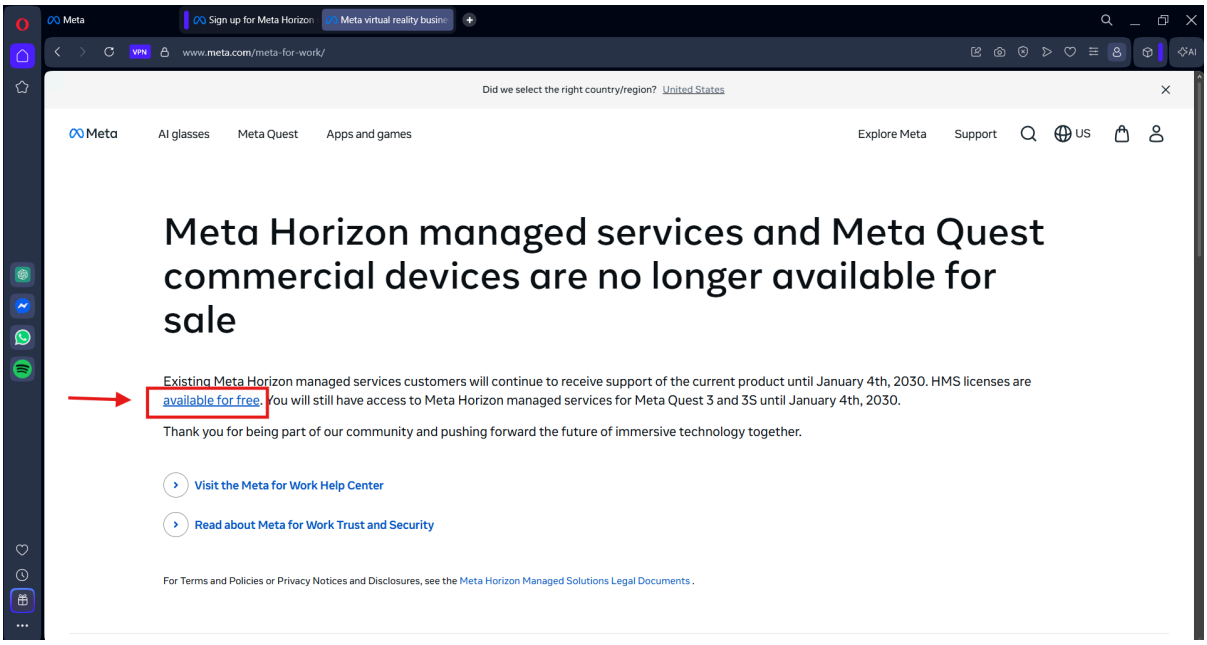
Please check with your own IT or compliance team before using a VPN on a work network, and confirm your organisation is eligible for Meta for Work in your region.

2. Create your Meta for Work account (sign up)

You only do this once, for your organisation. The person who signs up becomes the first administrator — the account that can add headsets, apps and other people later.

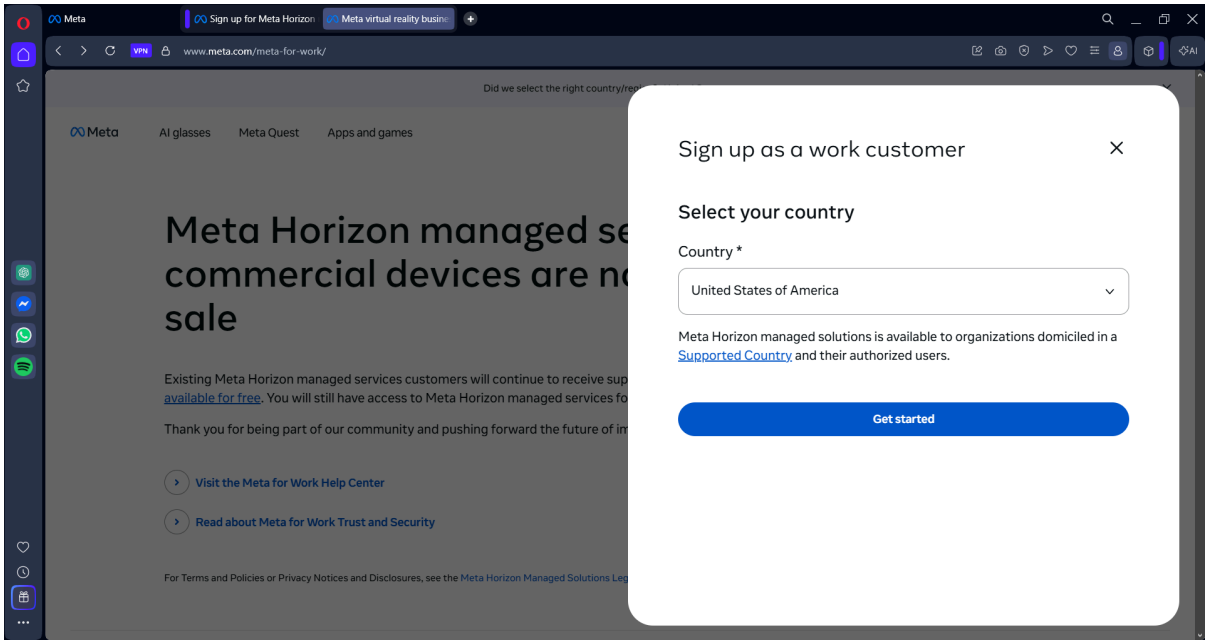
Open the sign-up page

1. With the VPN on (Section 1), go to www.meta.com/meta-for-work.
2. The page explains that Meta's business headsets are no longer sold, but the management licences (which you need) remain free. Click the available for free link, highlighted below.



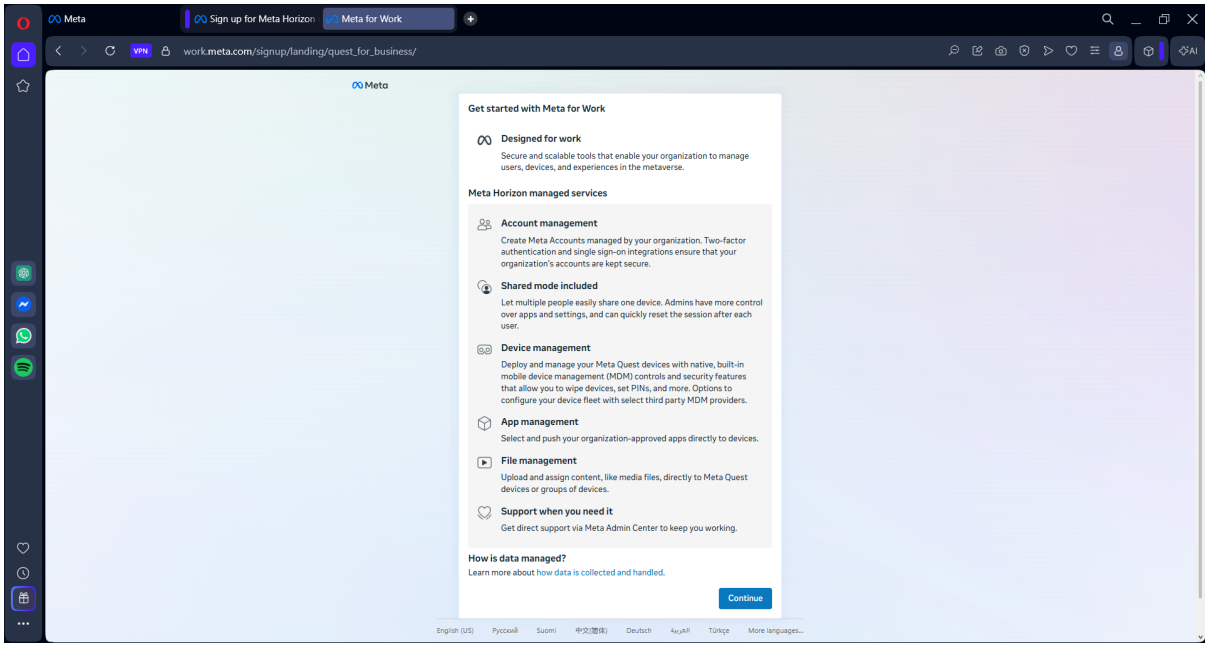
Choose your country

3. A "Sign up as a work customer" panel opens. Under Country, select United States of America.
4. Click Get started.



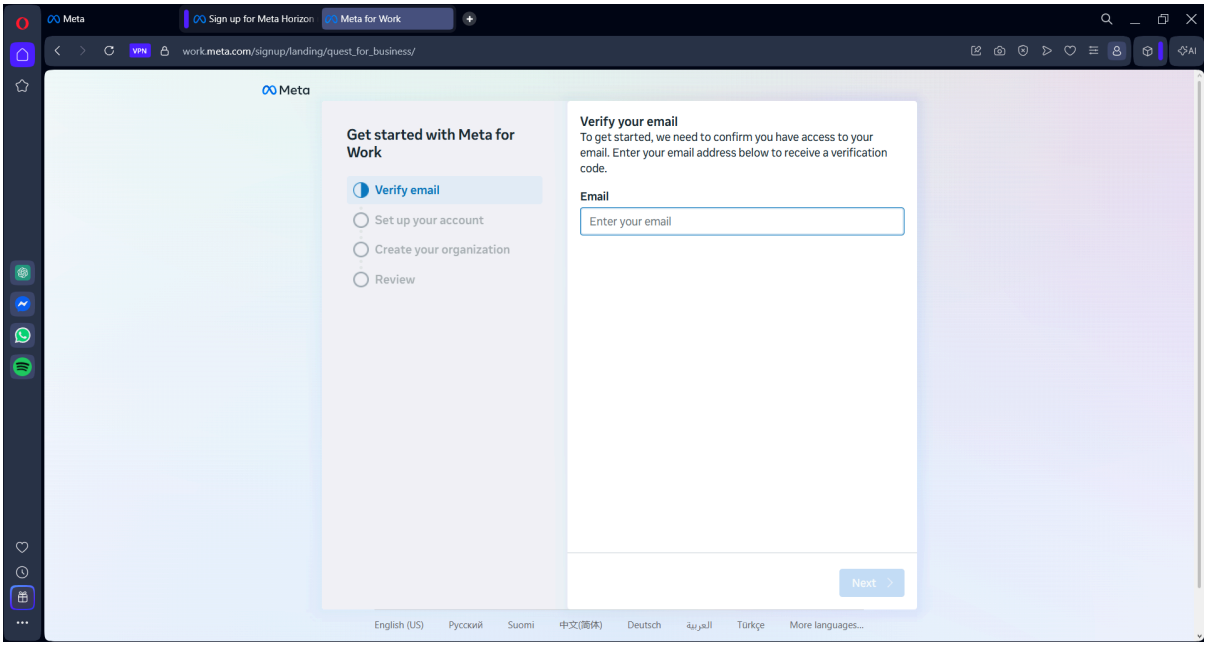
Start the sign-up

5. A “Get started with Meta for Work” page opens, listing what is included (account, device, app and file management). Click Continue at the bottom.

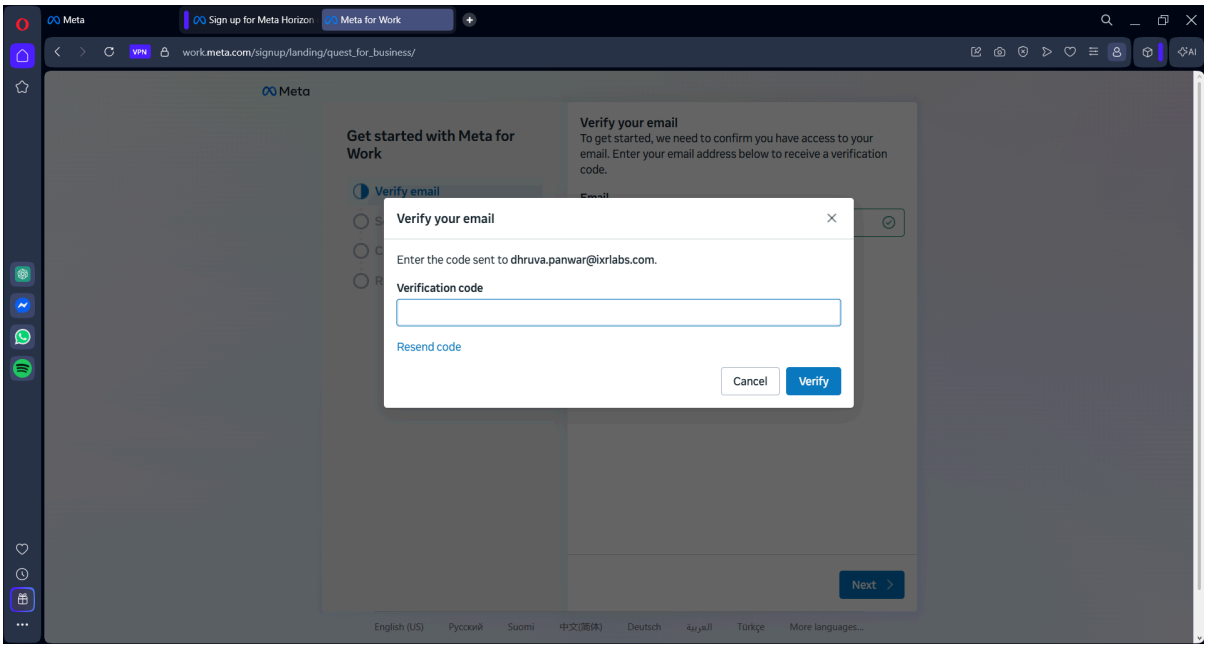


Verify your email

6. Enter your work email address and click Next.



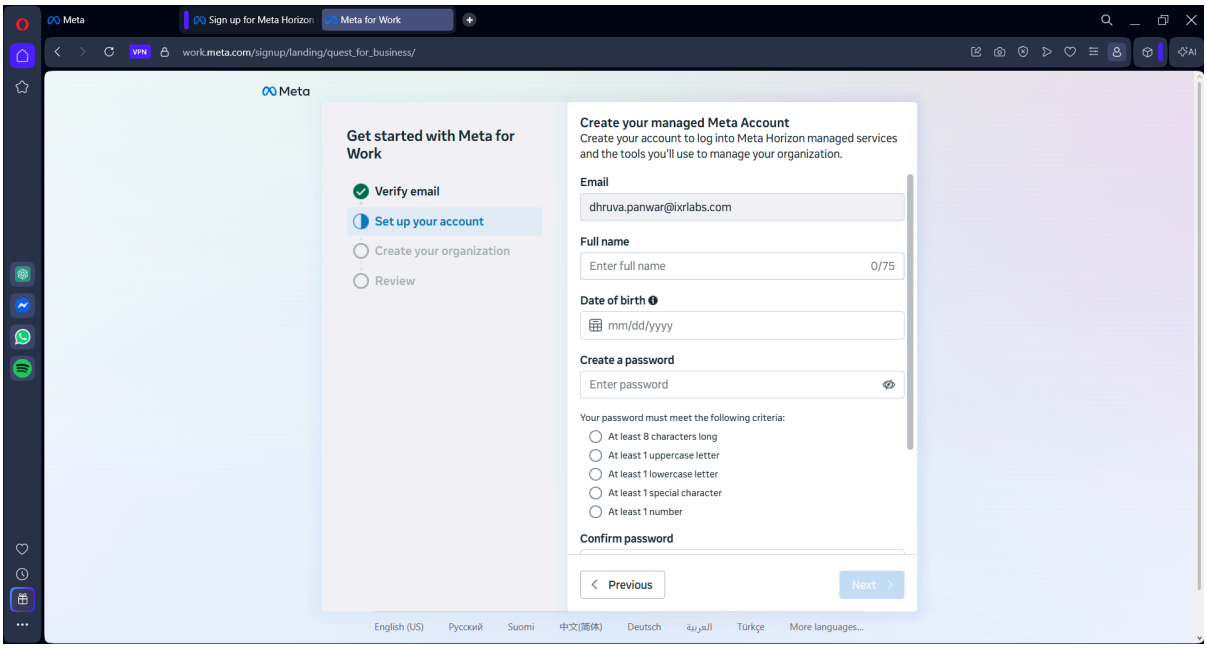
7. Meta emails a verification code to that address. Open your inbox, copy the code, type it into the “Verification code” box and click Verify.
8. If the email has not arrived after a minute or two, check spam / junk, or click Resend code.



Set up your account

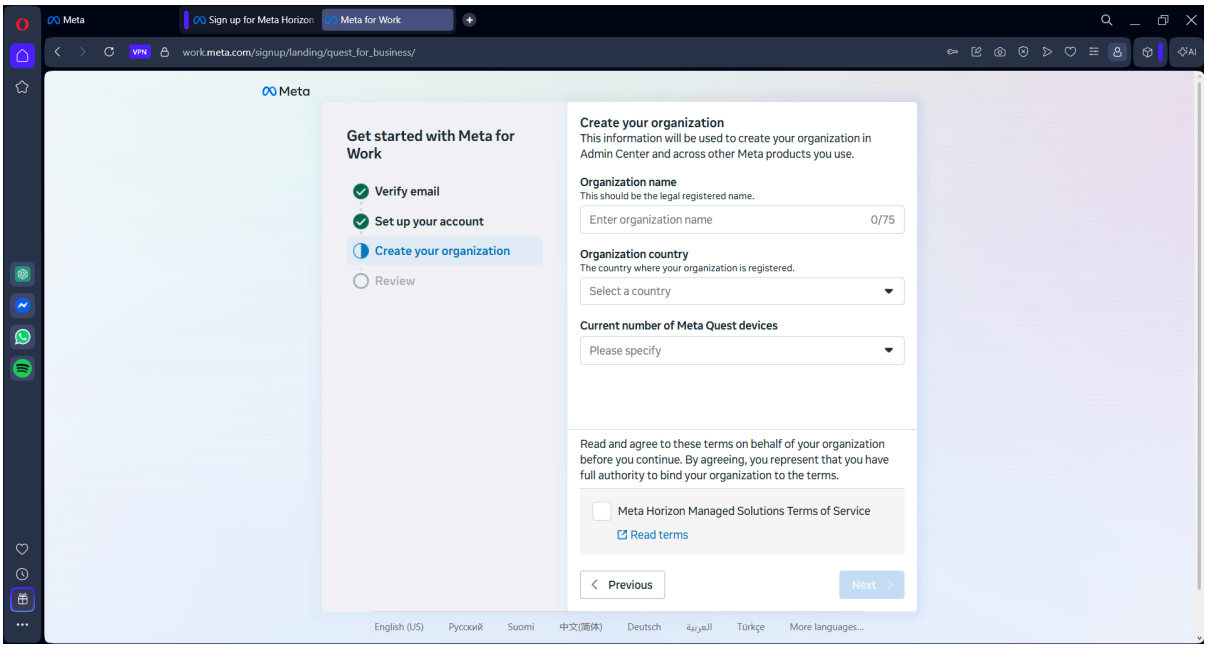
9. Enter your full name and date of birth.
10. Create a password. It must be at least 8 characters and include an uppercase letter, a lowercase letter, a number and a special character.

11. Confirm the password and click Next.



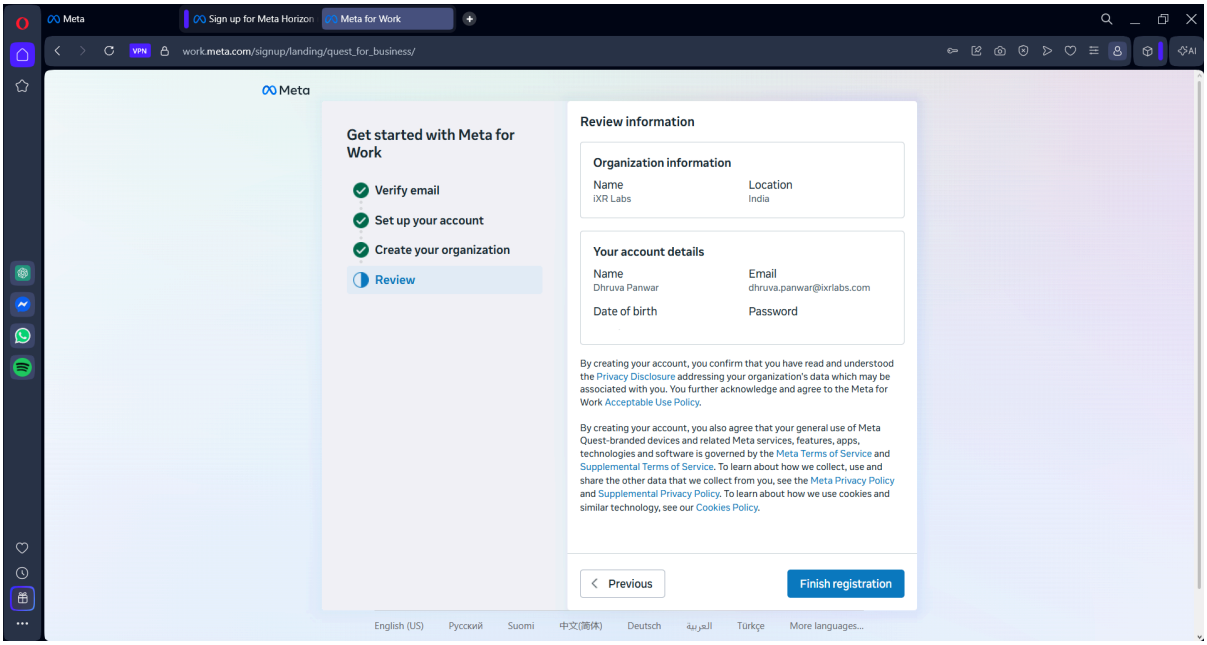
Create your organisation

12. Enter your organisation name — use the legal registered name.
13. Choose the organisation country — the country where your organisation is registered.
14. Select the current number of Meta Quest devices you have.
15. Tick the box to agree to the Meta Horizon Managed Solutions Terms of Service, then click Next.



Review and finish

16. Check the organisation and account details shown on the Review screen.
17. Click Finish registration.



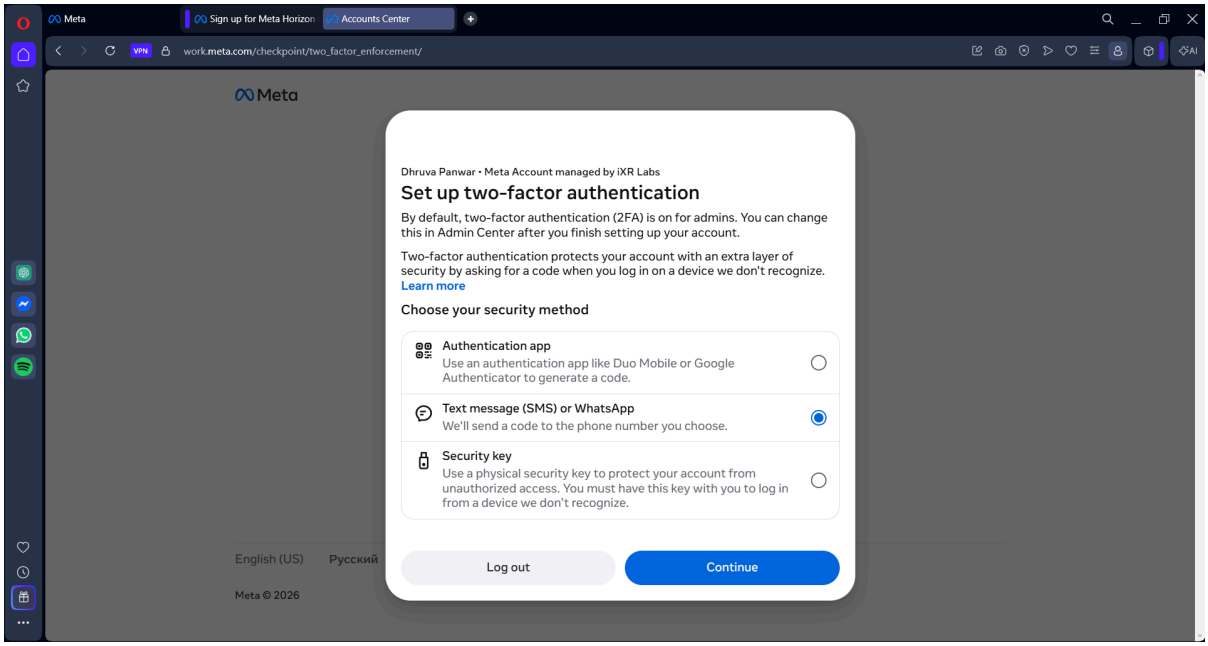
Set up two-factor authentication

Two-factor authentication (2FA) is switched on by default for admin accounts. It protects your account by asking for a code when you log in on a device Meta does not recognise. You cannot skip this step, but you can choose whichever method suits you.

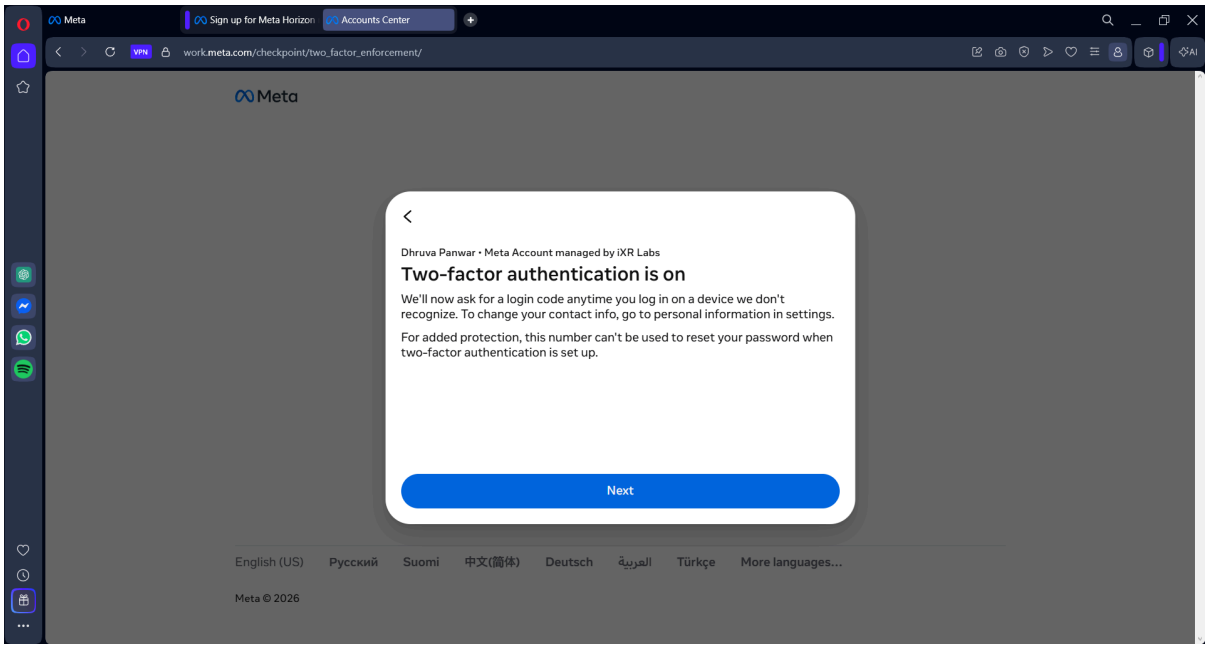
Under “Choose your security method” you are offered three options. Pick any one of the three — they all work equally well, so choose whichever is most convenient for you:

- Authentication app — use an app such as Duo Mobile or Google Authenticator to generate the code. Best if you would rather not use your phone number, and it works without mobile signal.
- Text message (SMS) or WhatsApp — Meta sends the code to a phone number you choose. This is the simplest option and the one most people pick.
- Security key — use a physical security key that plugs into your computer. The most secure option, but you must have the key with you every time you log in from a new device.

18. Select the method you want by clicking its circle on the right.
19. Click Continue and follow the prompts for that method — for example, enter your phone number and the code you receive, or scan the QR code with your authentication app.



20. When you see “Two-factor authentication is on”, click Next. Your account and organisation are now ready.



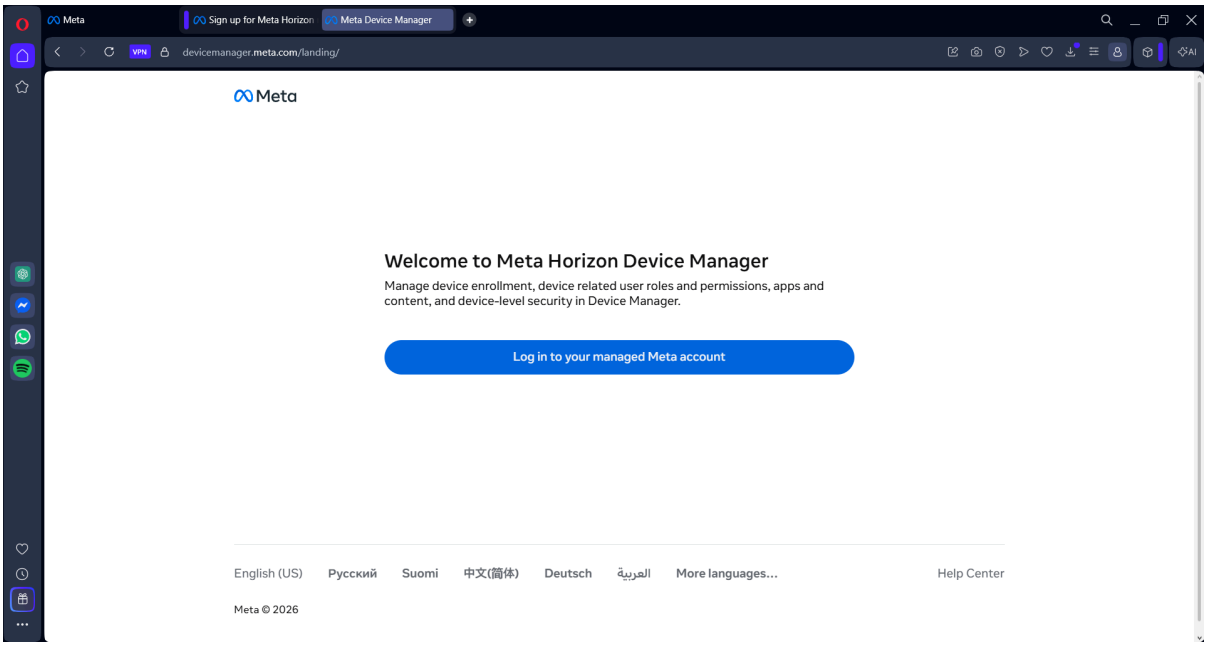
> **Tip:** Save these details somewhere safe and shared with your team: the organisation name, the admin email address, the password, and whichever two-factor method you chose (phone number, authentication app, or security key). If only one person has them and they are unavailable, nobody else can manage the headsets.

3. Sign in to the portal

Once the account exists, this is how you get back in each time.

Log in

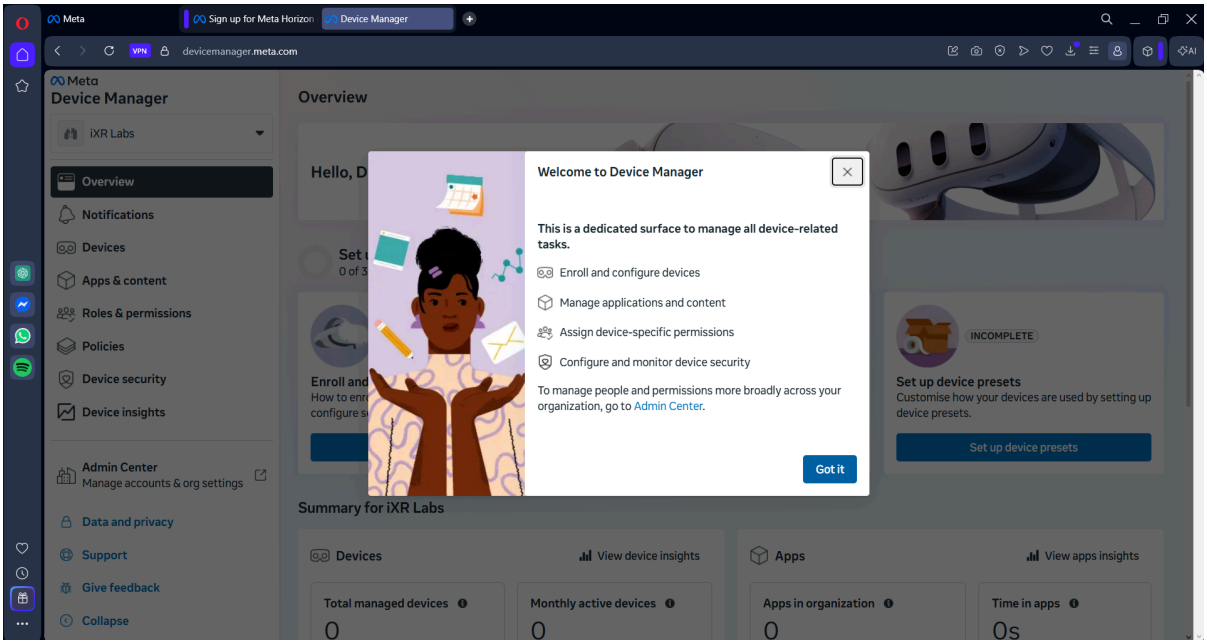
1. Go to devicemanager.meta.com.
2. Click Log in to your managed Meta account.



3. Enter your email address and password. If asked, enter the two-factor code from the method you set up in Section 2 (SMS/WhatsApp, authentication app, or security key).

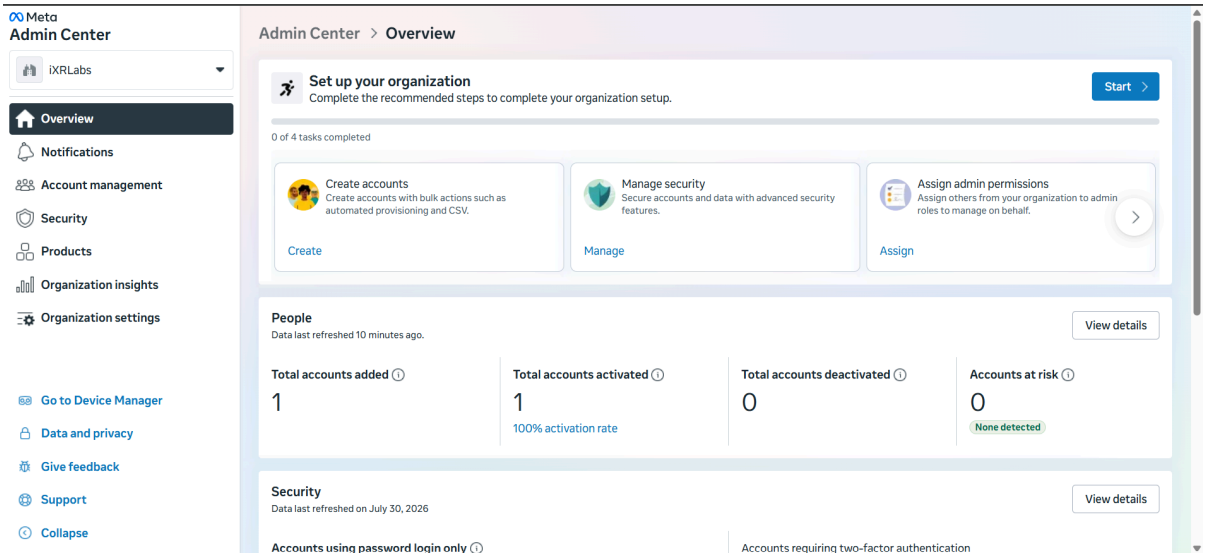
You land in the Device Manager

After signing in you arrive at the Device Manager overview — this is where headsets and apps are managed. The first time, a welcome pop-up appears; click Got it to close it.



The Admin Center

Accounts and organisation-wide settings live in a second area called the Admin Center. Open it from Admin Center in the left menu of the Device Manager; to come back, click Go to Device Manager in the Admin Center's menu.



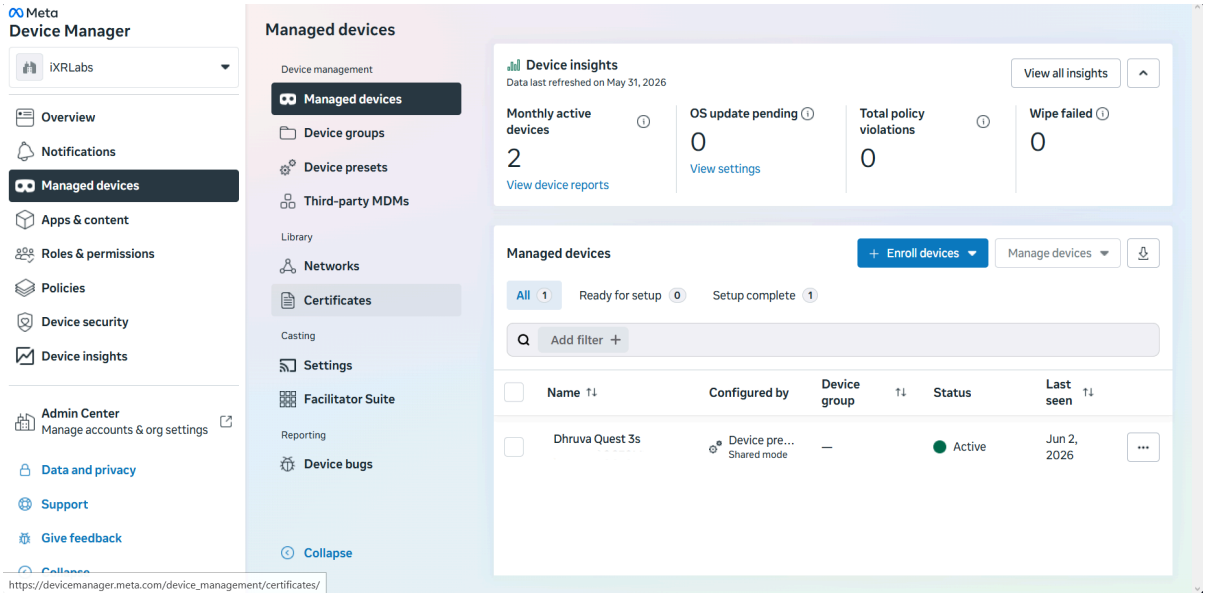
> **Tip:** Bookmark devicemanager.meta.com in your browser — it is the address you will use day to day.

4. Enrol (add) a device into your organisation

“Enrolling” means connecting a headset to your organisation so the portal can manage it. You do this once per headset.

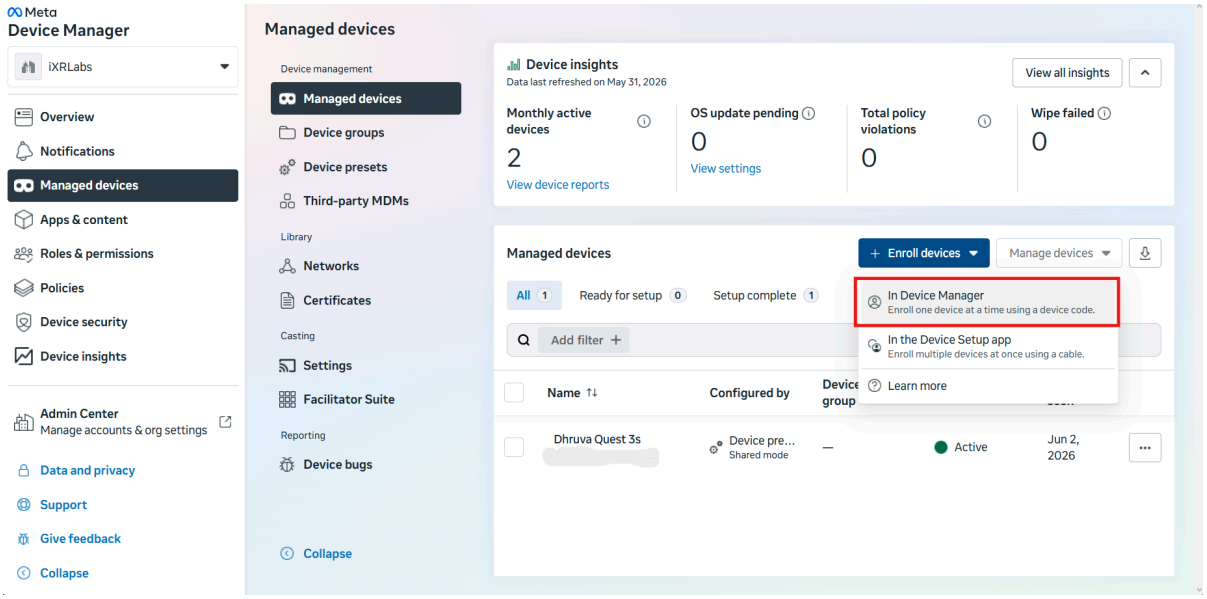
Open the enrol screen

1. In the left menu, click Managed devices.
2. On the top-right of the device list, click the blue Enroll devices button.



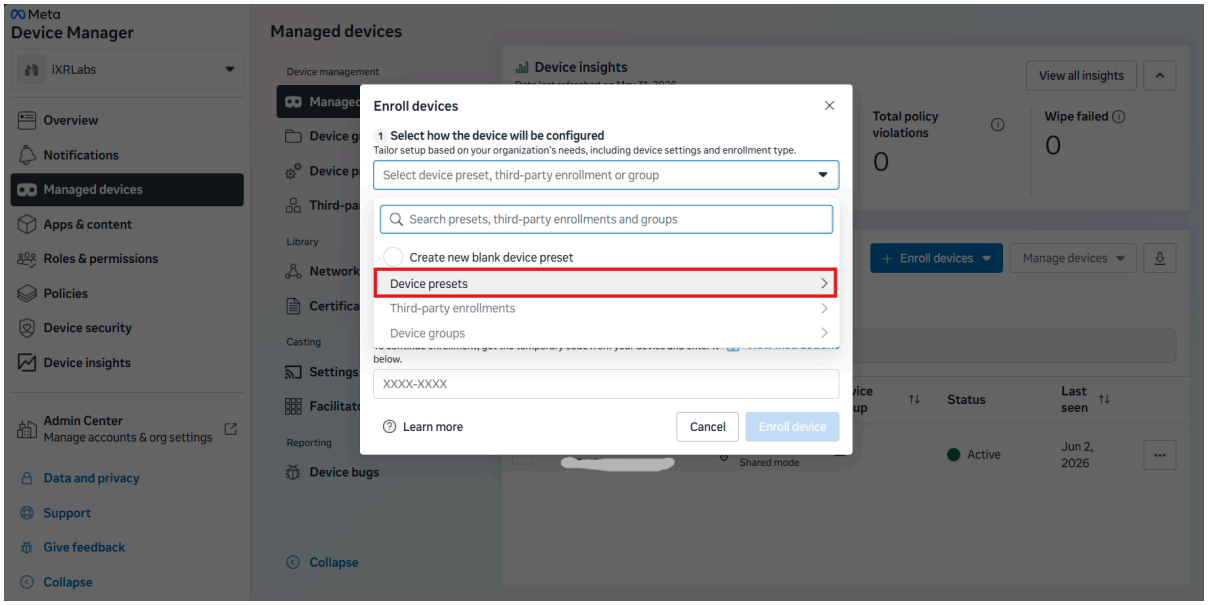
Choose where the device is set up

3. In the pop-up, choose In Device Manager. (This lets you set the device up directly here in the portal.)



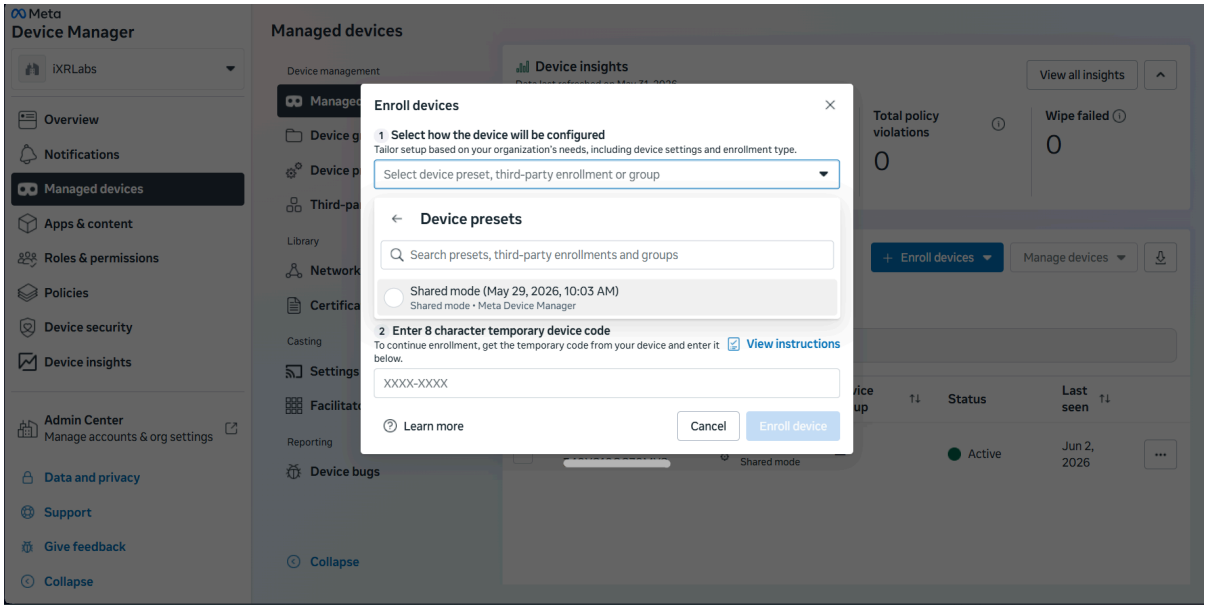
Pick a device preset

4. Click Device presets to choose a ready-made setup for the headset.



Choose Shared mode

5. Select the Shared mode preset. Shared mode is best when several people will use the same headset.



On the headset: set it up as managed by your organisation

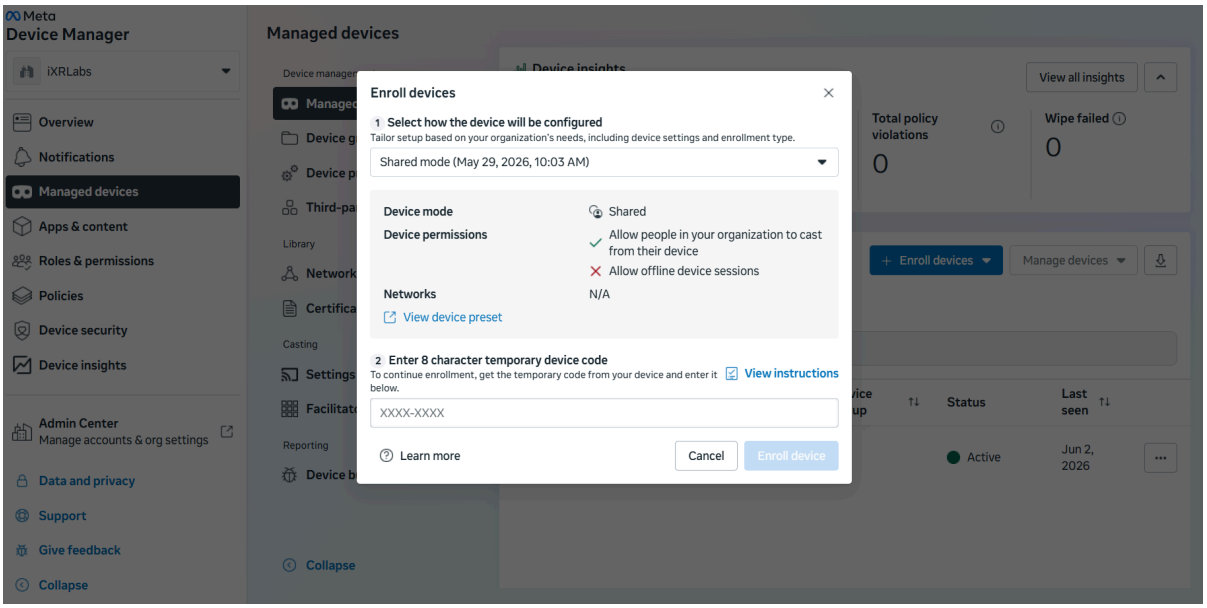
The 8-character code comes from the headset itself. Put the headset on (or hold it) and do the following:

6. Power on the headset. If it has been used before, factory reset it first so it starts from a fresh setup screen.

7. Go through the first setup steps — choose your language and connect to Wi-Fi.
8. When the headset asks how you want to set up the device, choose the option to set it up as Managed by an organisation (it may also be shown as “Set up for work” or “This device is managed by your organisation”).
9. The headset then displays an 8-character temporary code. Leave the headset on this screen — you’ll type this code into the portal in the next step.

Back in the portal: enter the 8-character code

10. In the portal’s “Enter 8 character temporary device code” box, type the code exactly as it appears on the headset (letters and numbers, no spaces).
11. Click Enroll devices.
12. The headset finishes enrolling on its own and appears in your device list as Active (see the device list below).



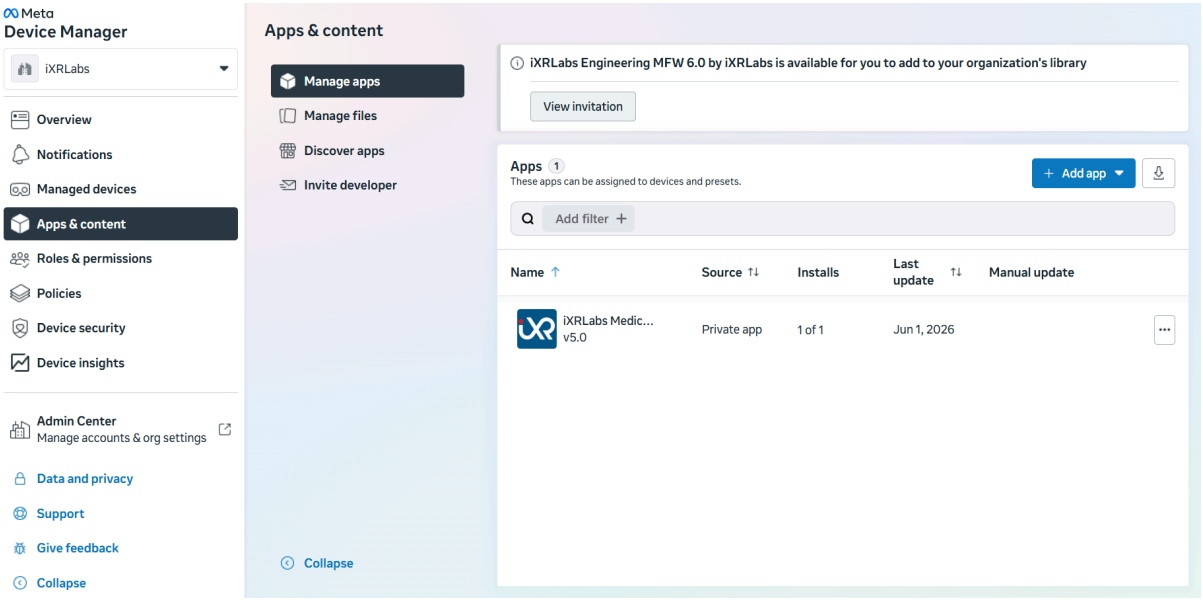
Tip: The code is temporary and expires after a short time. If it stops working, go back on the headset to show a fresh code and enter the new one. You can also click “View instructions” on the portal screen for Meta’s built-in help.

5. Accept an app invitation for your organisation

When a developer (for example, iXRLabs) shares an app with you, it arrives as an invitation. You accept it once so the app is added to your organisation's library.

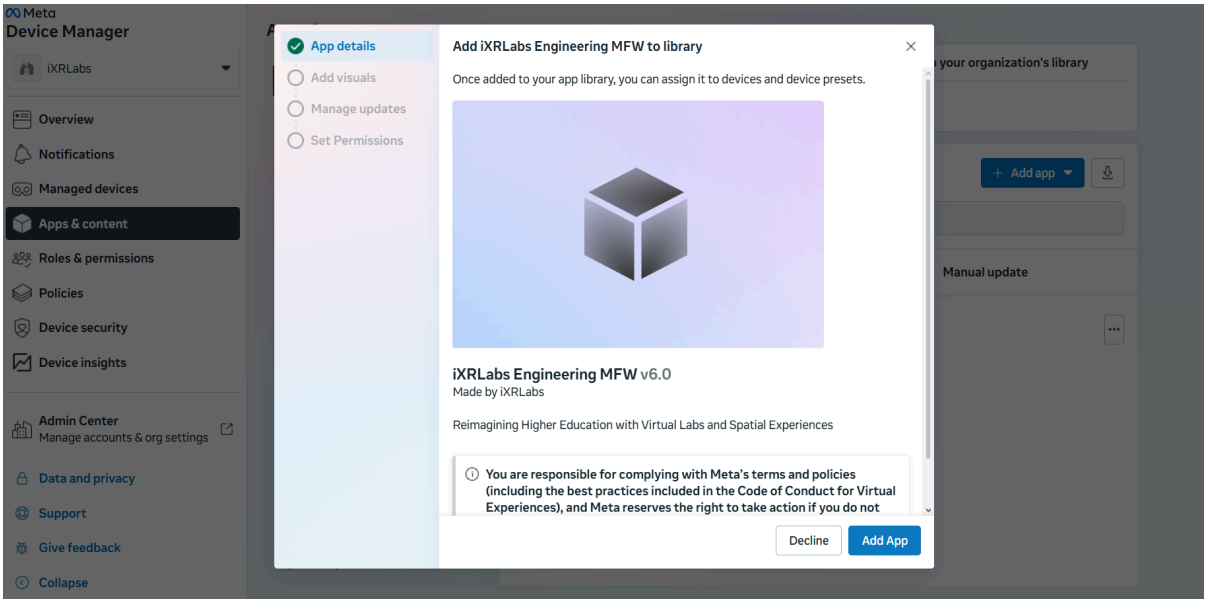
Open the invitation

1. In the left menu, click Apps & content, then Manage apps.
2. At the top you'll see a banner saying an app is available to add. Click View invitation.



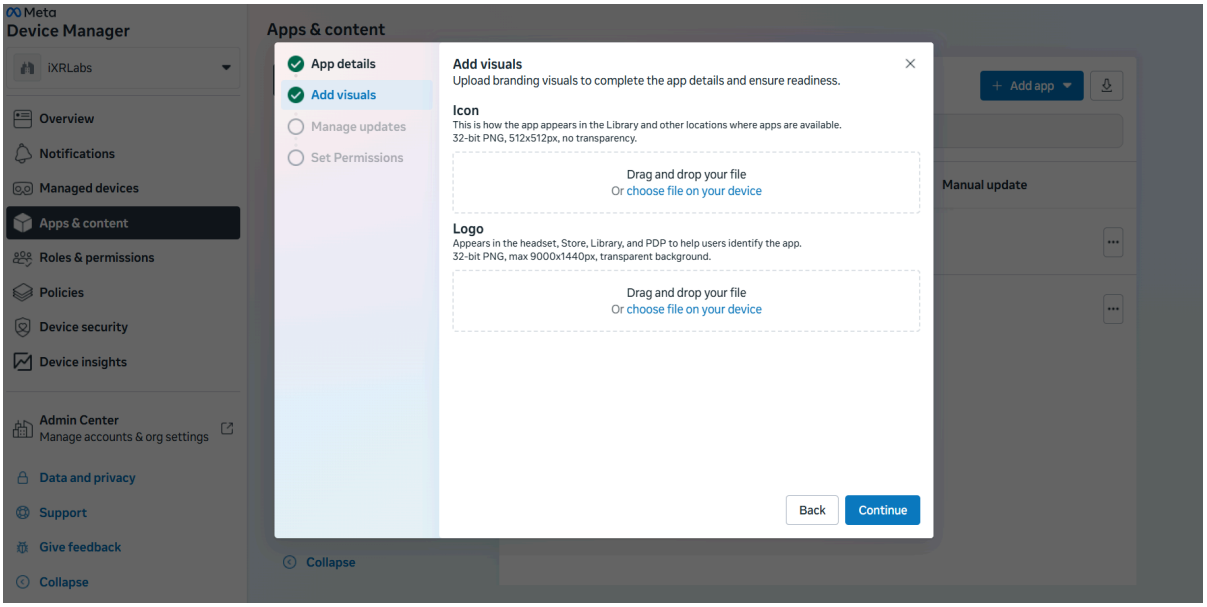
Add the app

3. Review the app details, then click the blue Add App button.



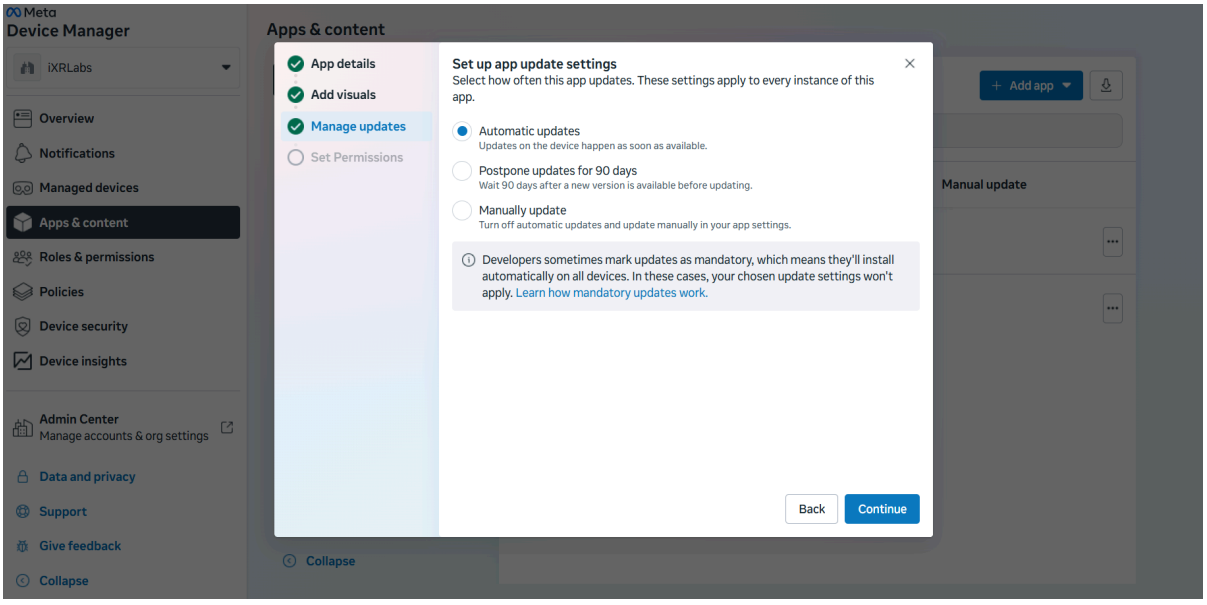
Add the icon and logo (visuals)

4. Drag and drop (or choose) the icon and logo images for the app, then click Continue. These appear in the headset and the portal.



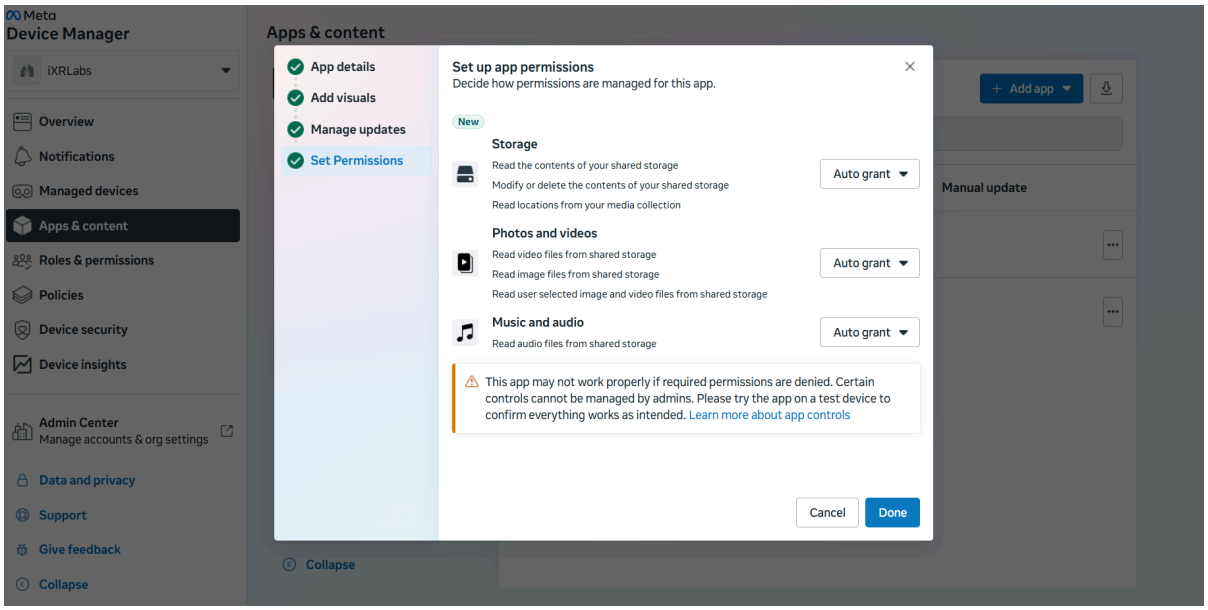
Choose how updates work

5. Select Automatic updates so the app stays up to date by itself, then click Continue.



Set permissions

6. Set each permission to Auto grant so the app works without prompting users.
7. Click Done. The app is now in your organisation’s library.

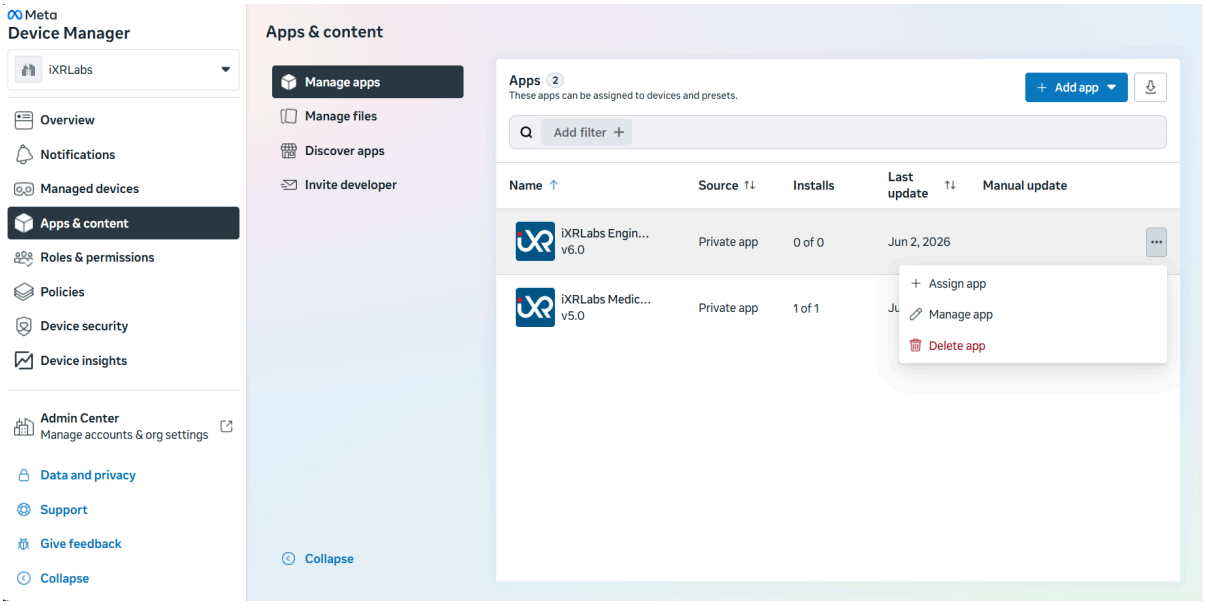

Meta
Device Manager
iXRLabs
Overview
Notifications
Managed devices
Apps & content
Roles & permissions
Policies
Device security
Device insights
Admin Center
Manage accounts & org settings
Data and privacy
Support
Give feedback
Collapse
Apps & content
Add app
Manual update
Collapse
App details
Add visuals
Manage updates
Set Permissions
Set up app permissions
Decide how permissions are managed for this app.
New
Storage
Read the contents of your shared storage
Modify or delete the contents of your shared storage
Read locations from your media collection
Auto grant
Photos and videos
Read video files from shared storage
Read image files from shared storage
Read user selected image and video files from shared storage
Auto grant
Music and audio
Read audio files from shared storage
Auto grant
This app may not work properly if required permissions are denied. Certain controls cannot be managed by admins. Please try the app on a test device to confirm everything works as intended. Learn more about app controls
Cancel
Done

6. Assign an app to a user / device

Adding an app to your library doesn't put it on the headsets yet. "Assigning" is the step that pushes the app out to the devices that use a chosen preset.

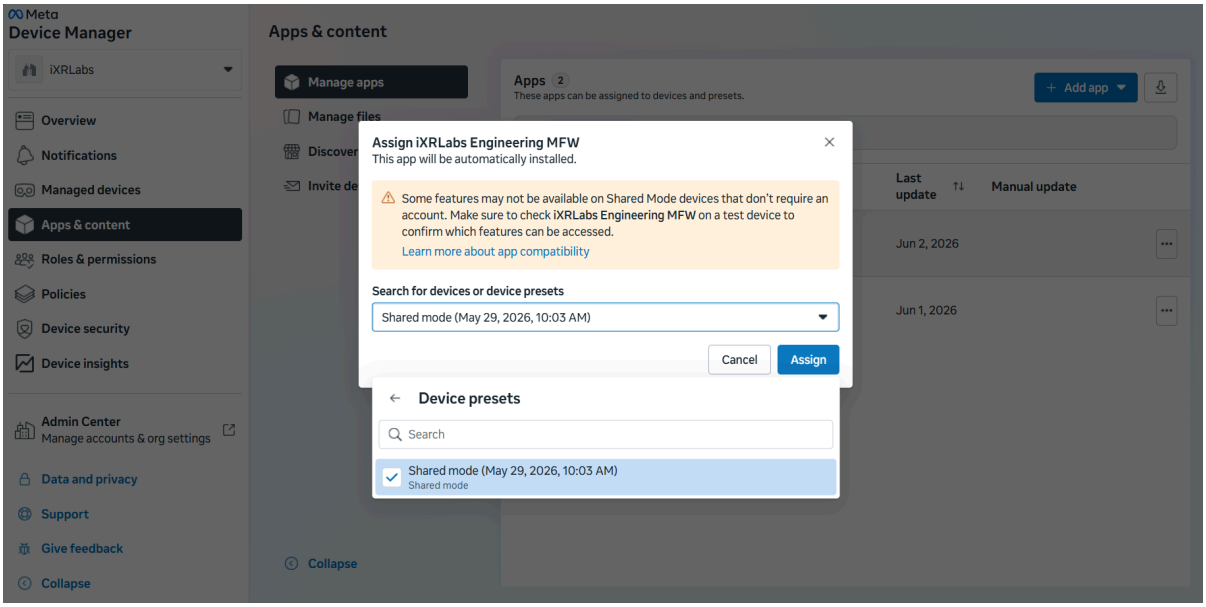
Start the assign action

1. Go to Apps & content > Manage apps.
2. Find your app in the list, click the three-dot (…) menu on its row, and choose Assign app.



Choose the device preset

3. In the pop-up, select the device preset / Shared mode you want the app installed on.
4. Click Assign. The app will install automatically on the matching devices.



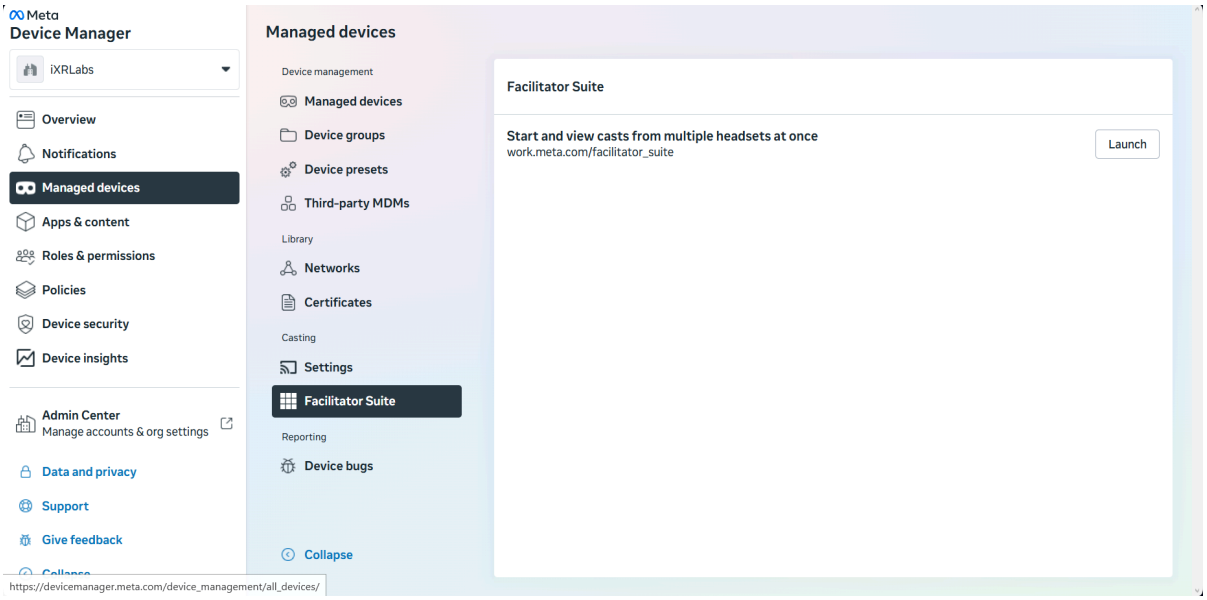
> **Tip:** A few features may not be available in Shared mode. If the app needs a personal account, test it on one device first.

7. Cast a headset feed (single or multiple devices)

Casting shows what a person sees inside the headset on your computer screen — useful for facilitating or watching a group. You do this from the Facilitator Suite.

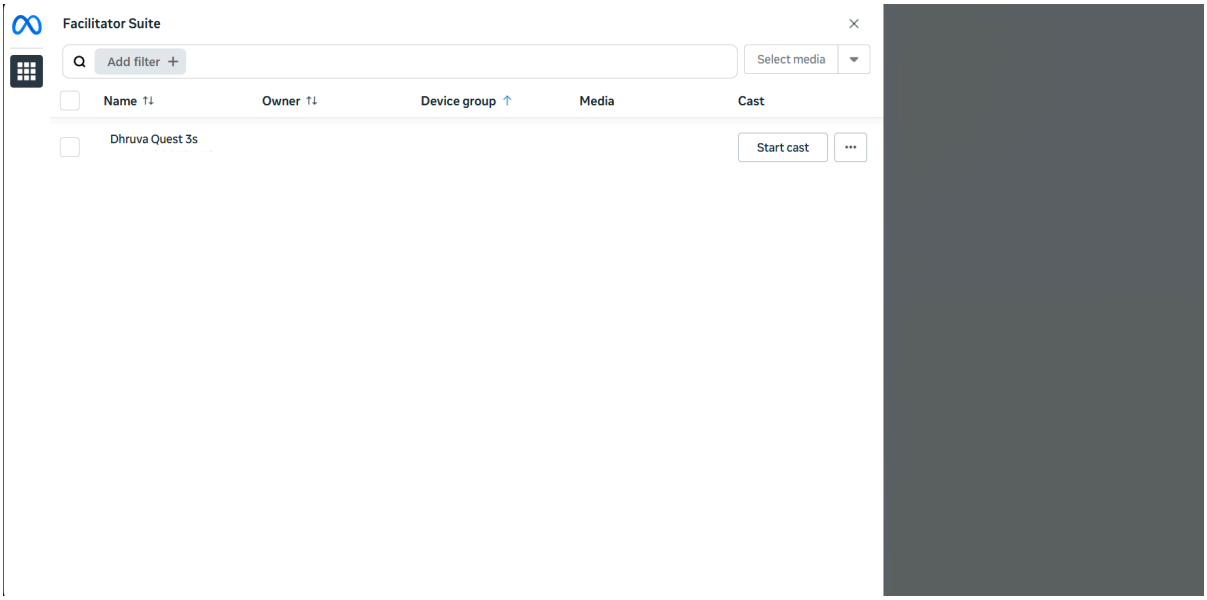
Open the Facilitator Suite

1. In the left menu, click Managed devices, then Facilitator Suite.
2. Click the Launch button to open the Facilitator Suite window.



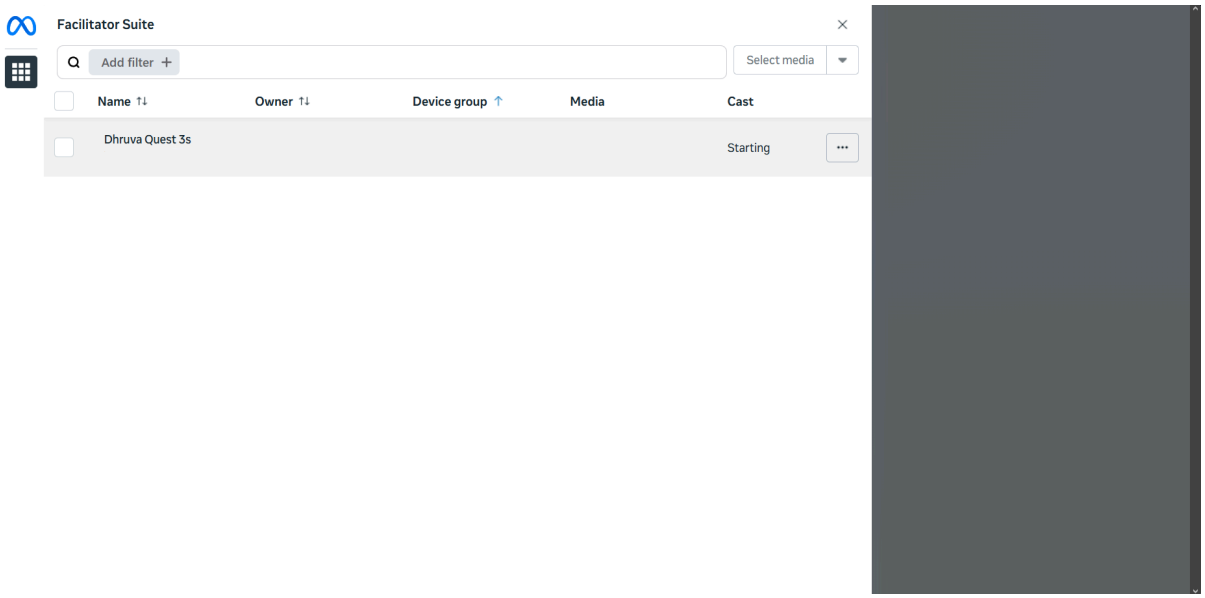
Start the cast

3. Find the headset in the list. To cast one headset, click Start cast on its row.
4. To cast several headsets at once, tick the checkbox next to each headset you want, then start the cast for all of them together.



Accept on the headset

5. The headset shows a request to allow casting. The user clicks Accept inside the headset.
6. The status changes to Starting and then to In a session — the feed is now showing.



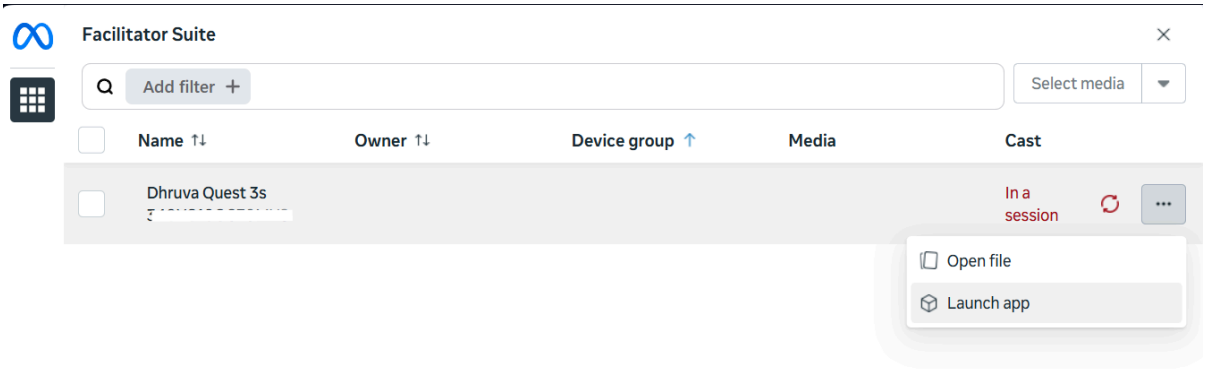
> **Tip:** To stop a cast later, use the three-dot (…) menu on the headset's row in the Facilitator Suite.

8. Launch an app on a headset from the portal

You can open an app on a headset remotely — handy so the user doesn't have to find and start it themselves.

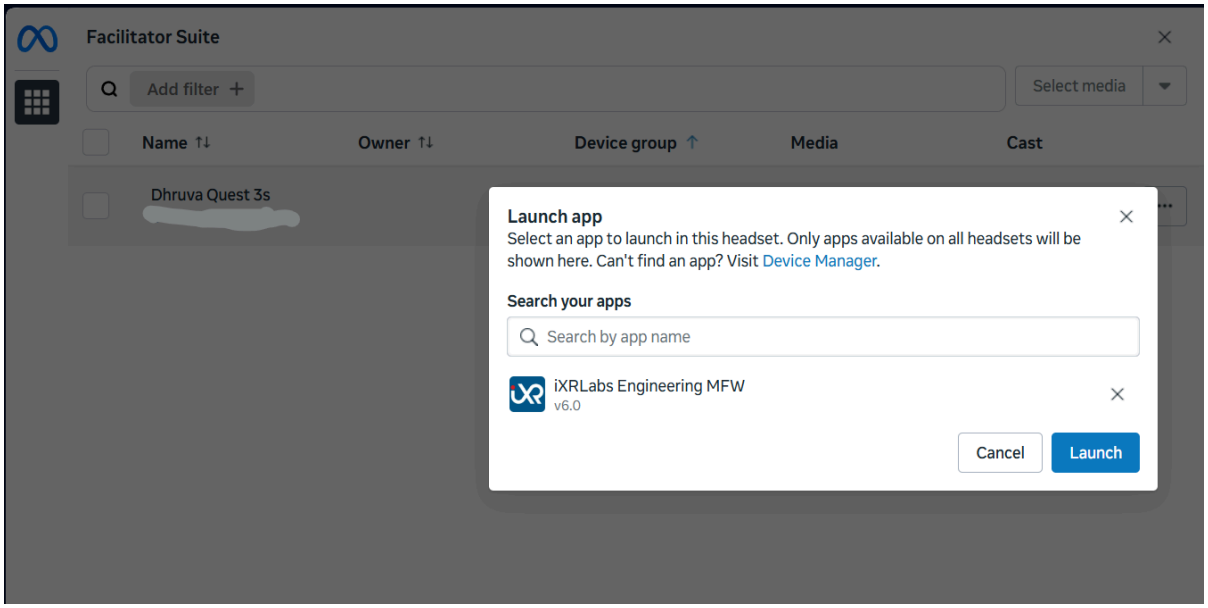
Open the launch menu

1. In the Facilitator Suite, find the headset and click the three-dot (…) menu on its row.
2. Choose Launch app.



Pick the app and launch

3. In the pop-up, find the app (you can search by name).
4. Click the blue Launch button. The app opens on that headset.



> **Tip:** Only apps that are available on all selected headsets show in this list. If an app is missing, check it has been assigned (see Section 6).

9. Rolling out to multiple headsets

The steps above are the same whether you have two headsets or twenty. A few things make a larger rollout much smoother:

Do it in this order

1. Create the account and sign in once (Sections 2 and 3). You do not repeat this per headset.
2. Accept and assign your apps once (Sections 5 and 6). Assigning to a device preset means every headset on that preset gets the app automatically.
3. Enrol each headset one at a time using Section 4. Each headset needs its own 8-character code.

Practical advice

- Charge every headset fully before you start — enrolment and app downloads use battery.
- Use the same device preset (Shared mode) for all headsets so apps and settings stay consistent.
- Give each headset a clear name, for example Headset-01, Headset-02. It makes casting and troubleshooting far easier later.
- Connect all headsets to the same Wi-Fi network you will use day to day, and check with your IT team that the network allows them.
- Set up and test one headset end to end first — enrol, confirm the app installs, cast it, launch it. Once that works, repeat for the rest.
- Leave the headsets on Wi-Fi and charging overnight after enrolment so apps and updates finish downloading.

> **Tip:** Keep a simple list of your headsets — name, serial number and who has it. The portal shows status, but your own list is invaluable when a headset goes missing.