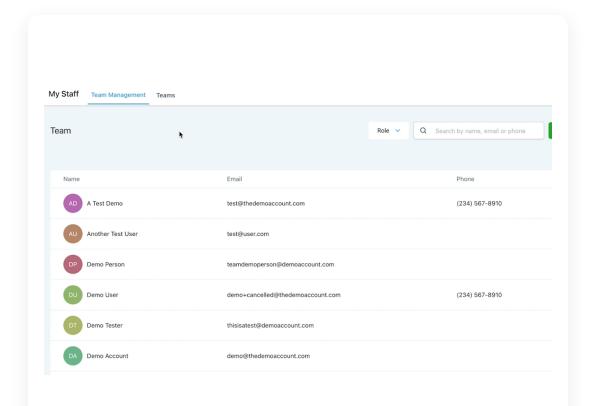
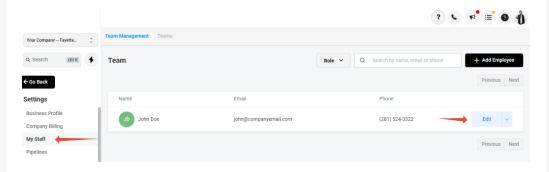
How to Edit User Information and Permissions

Modified on Tue, 06 Dec 2022 at 08:44 AM



User Permissions allow you to grant or restrict certain access and capabilities for different team members. Follow these steps below:

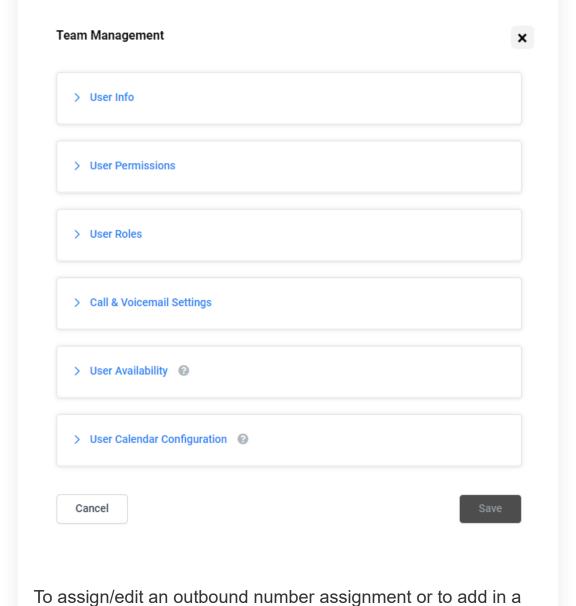
- Navigate to Settings > My Staff to access Team Management.
- Under Team Management, choose the User you want to edit (information or permissions). Click Edit.



• To update basic **User Info** such as name, email, phone number, password, email signature, calendar assignment drop down the

User Info and make your changes.

- To update User Permissions, drop down User Permissions and toggle on/off which settings you would like to update.
- To update **User Roles**, drop down User Roles and change the user to an admin or a user.
 - NOTE: If you are not the main/primary user (as an administrator) for your system, you will not be able to make changes through this option.



voicemail recording, drop down Call and Voicemail Settings.