







# How to Edit User Information and Permissions

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

My Staff Team Management Teams

Team Role ▾


Name	Email	Phone
 A Test Demo	test@thedemoaccount.com	(234) 567-8910
 Another Test User	test@user.com	
 Demo Person	teamdemoperson@demoaccount.com	
 Demo User	demo+cancelled@thedemoaccount.com	(234) 567-8910
 Demo Tester	thisisatest@demoaccount.com	
 Demo Account	demo@thedemoaccount.com	

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.

Team Management Teams

Team Role ▾  + Add Employee

Name	Email	Phone	
 John Doe	john@companyemail.com	(261) 524-3322	<span>Edit ▾</span>

Previous Next

Previous Next

Settings

- Business Profile
- Company Billing
- My Staff**
- Pipelines

- 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.

#### Team Management



> [User Info](#)

> [User Permissions](#)

> [User Roles](#)

> [Call & Voicemail Settings](#)

> [User Availability](#) ?

> [User Calendar Configuration](#) ?

Cancel

Save

To assign/edit an outbound number assignment or to add in a voicemail recording, drop down Call and **Voicemail Settings**.