Manage Users

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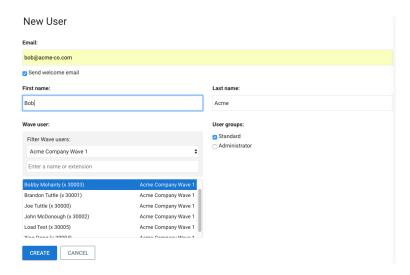
Users can be added to the company's domain. Users can be assigned to one or more User Groups, which defines the applications and features the user has access to.

Select Users on the Admin Console menu bar to view or manage the Users in your VCC domain.



Add User

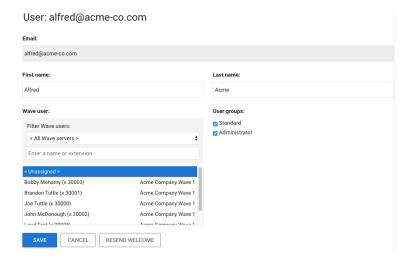
Add a user by clicking on the **Add User** button in the top right.



- Email: This must be a valid email address. The user will use this to login. Email addresses will be verified by sending a welcome email, and will be used to reset passwords.
- Send welcome email: Should always be checked to allow the system to send a welcome email so that the user can set their password.
- First name, Last name: Displayed in various places in the system. Set to the user's first and last name.
- Wave user: If wave servers are defined for a domain, you can link the wave extension for the user. Select the wave in the top field to filter the results by wave server, and enter a name or extension number to filter the list further. To unlink an account, scroll all the way to the top of the list, and select.
- User groups: Select which user groups the user is a member of. One or more user groups is required. User groups define which applications and features the user has access to.

Edit User

Edit a user by clicking on Edit from the Actions column.



- Email: The email address cannot be changed once the user has been created.
- First name, Last name: Displayed in various places in the system. Set to the user's first and last name.
- Wave user: If wave servers are defined for a domain, you can link the wave extension for the user. Select the wave in the top field to filter the results by wave server, and enter a name or extension number to filter the list further. To unlink an account, scroll all the way to the top of the list, and select.
- User groups: Select which user groups the user is a member of. One or more user groups is required. User groups define which applications and features the user has access to.
- Resend Welcome: If the user has not finished registration, this button will be visible, and will cause a new welcome email to be sent to the email address.