

# Hosted PBX by Golden West

## Editing Users

There might be times when you need to edit users. For example, you might need to change names, passwords, answering rules, voicemail, or phone settings.













1. From the Users page, either:

- Click a name

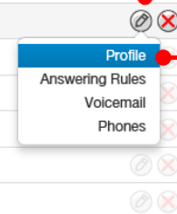
or

- Hover over a user name, click the icon  at the far right of the Users page, and then click **Profile**.

Click a name or...

Name ^	Extension	Department	
<a href="#">Jim Halpert</a>	102	Sales	 
<a href="#">Angela Martin</a>	120	Finance	 
<a href="#">Kevin Moynihan</a>	1252	Finance	 
<a href="#">Darryl Philbin</a>	130	Warehouse	 
<a href="#">Michael Scott</a>	100	Engineering	 
<a href="#">John Smith</a>	2468	HR	 

...click this icon and...



...click this selection