Creating Your First User

Objective: Create a new user with access to a number and voicemail

Part 1 - Creating the User

1) Navigate to the **users** page using the navigation sidebar.

2) Click the **New User** button near the top of the page.

3) Fill out the name and choose a password

4) Set the department to "users" and permission mode to "include"

5) Scroll over to the left. Find the **Voicemail** column and click the checkbox to add access to the voicemail screen

6) Click save

Part 2 - Creating the Extension

1) Navigate to the **extensions** page

2) Click the **New Extension** button near the top of the page

3) Fill out the Extension number, Device Type, and CallerID Name

4) Set the user to the user you created in Part 1

5) Check the checkbox under Voicemail and fill out the Voicemail PIN and Email

> Note: The Voicemail PIN must be unique.

6) Click save

Next Steps

Congratulations! You created a new user with an extension and enabled voicemail. Try logging in with the user to verify that everything is working.

Next, try [TODO].

Related Documentation

- [Users](#)
- [Extensions](#)
- [Voicemail](#)

Revision #1
Created 26 August 2024 16:44:10 by Andrew Baumes
Updated 27 August 2024 19:55:20 by Andrew Baumes