

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](#)

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