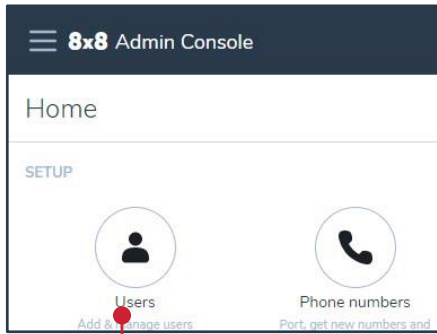
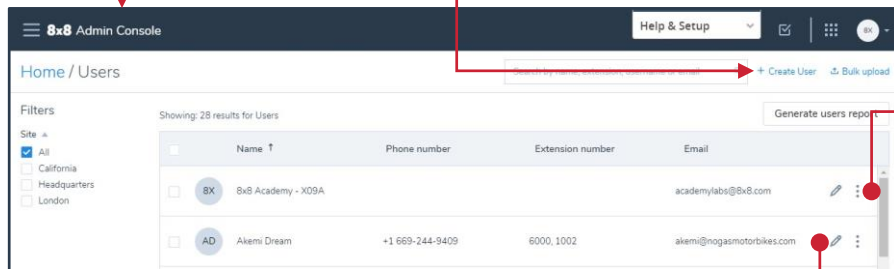


# Editing Users



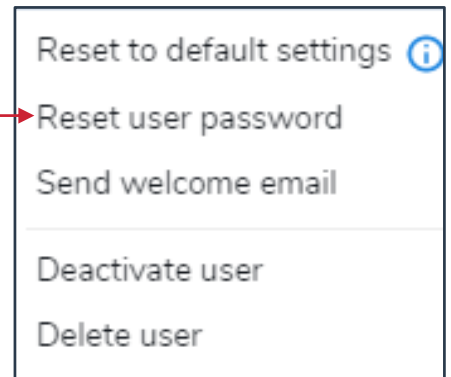
## Create a new User

1. Select **Users** on the 8x8 Admin Console Home Page
2. Select **+Create User** near the top right corner of the Users page



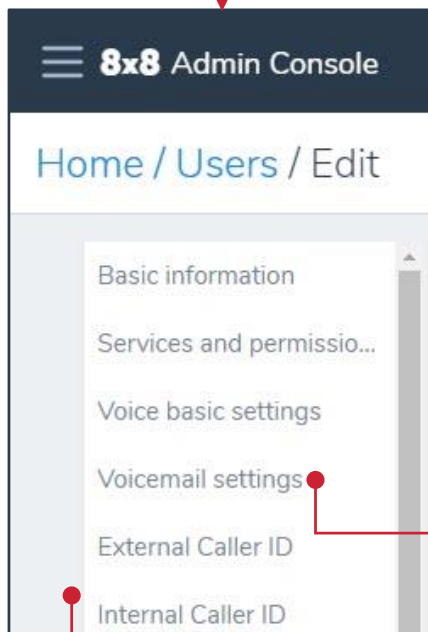
## Reset a User Password

1. On the **Users** page, select the **ellipsis** icon on the right side of the User's row entry
2. From the Pop-up menu, select **Reset user password**



## Call Forwarding

1. On the **Users** page, select the **pencil** icon on the right side of the User's row entry
2. Select **Call forwarding rules** from the menu on the left
3. Select the appropriate **checkboxes** to enable Call forwarding rules
4. Select **+Add new rule** to add an additional Call Forward
5. Select the **pencil** icon on the right to change the forward target of a rule



## Reset a Voicemail PIN

1. On the **Users** page, select the **pencil** icon on the right side of the User's row entry
2. Select **Voicemail Settings** from the menu on the left
3. Select **Reset access PIN** on the Voicemail settings panel

