



## Manage Users

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## Create User

### Procedure

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- Step 1** From Cisco Jabber Guest Administration, click **Users**.
  - Step 2** Click **New**.
  - Step 3** For **Alias**, enter the appropriate user name. User aliases must be unique across all users.
  - Step 4** For **First name**, enter the given name of the user.
  - Step 5** For **Last name**, enter the surname of the user.
  - Step 6** For **Display name**, enter the publicly displayed name of the user.
  - Step 7** For **Password**, enter a default password for the user.
  - Step 8** For **Confirm password**, confirm the password.
  - Step 9** Click **Create**.
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# Update User

## Procedure

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- Step 1** From Cisco Jabber Guest Administration, click **Users**.
  - Step 2** Click the user name of the user that you want to update.
  - Step 3** For a new user, enter the information in the appropriate fields, and then click **Update**.
  - Step 4** For an existing user, update the appropriate fields, and then click **Update**.
  - Step 5** To remove the user from the database, click **Delete**.
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# Set User Password

## Procedure

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- Step 1** From Cisco Jabber Guest Administration, click **Users**.
  - Step 2** Click the user name of the user for whom you want to set a password.
  - Step 3** Click **Password**.
  - Step 4** Check **Must change**.
  - Step 5** Enter a default password for the user.
  - Step 6** Confirm the password.
  - Step 7** Click **Update**.
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# Unlock User Account

Complete this task to unlock a locked account, or provide users with a temporary password.

## Procedure

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- Step 1** From Cisco Jabber Guest Administration, click **Users**.
- Step 2** Click the user name of the user whose password you want to unlock.
- Step 3** Click **Password**.
- Step 4** Click **Unlock**.
- Step 5** If the user has forgotten his or her password, do the following:
  - a) Check **Must change**.
  - b) Enter a temporary password for the user.

- c) Confirm the password.
  - d) Click **Update**.
  - e) Provide the user with the temporary password.
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## Delete User

### Procedure

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- Step 1** From Cisco Jabber Guest Administration, click **Users**.
  - Step 2** Click the user name of the user to delete. You can search for a specific user.
  - Step 3** At the bottom of the **Details** page, click **Delete**.
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