



Manage Users

- [About Users, on page 1](#)
- [Create User, on page 1](#)
- [Update User, on page 2](#)
- [Set User Password, on page 2](#)
- [Unlock User Account, on page 2](#)
- [Delete User, on page 3](#)

About Users

Think of users as accounts that you can use as organizational units for links. There is no association between a user and a link at which they can be reached.

All users are administrators.

Create User

Procedure

- 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

- 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

- 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

- 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

- 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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