Add preferred language for a user

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Read on to learn about how to add a preferred language for a single MultiLine user or multiple MultiLine users.

Overview

Adding a preferred language for a MultiLine user sets MultiLine to configure auto-messages for hte user in the set language. You can set the preferred language for users when you invite a user or by using these instructions.

Before you start

- An admin must have "Accounts" Privilege in their Role in the organization to do these instructions. *See What Admin Privileges are in Management Portal? (https://help.moviuscorp.com/help/what-admin-roles-mmp).*

Set preferred language for a single user

1. Go to **Accounts** and select the user's account.
2. Select the language for the user from the **Language** drop-down menu.

3. Select **Save**.

Set preferred language for multiple users

1. Go to **Accounts**.
2. Select **Multiple Accounts.**
3. Select **Edit Accounts**.
4. Select the language from the **Language** drop-down menu.