

Edit MultiLine user accounts

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Read on to learn about editing a user account in Management Portal.


Overview




You can edit a user from the Accounts screen.

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) [↗](https://help.moviuscorp.com/help/what-admin-roles-mmp)
<https://help.moviuscorp.com/help/what-admin-roles-mmp> [↗](https://help.moviuscorp.com/help/what-admin-roles-mmp)
- For instructions on searching for a user account, see [Search user accounts using filters](https://help.moviuscorp.com/help/filter) [↗](https://help.moviuscorp.com/help/filter)
<https://help.moviuscorp.com/help/filter> [↗](https://help.moviuscorp.com/help/filter)

Edit a user account


1. Go to **Accounts**.
2. Find the account you want to edit. Select the **Edit pencil**  in the Edit column.






<input type="checkbox"/>	Name	Account ID	Organization	Type	Status	Edit
> 	Javier Solís	javier.test@movius.ai	ABC Corporation	ML		

3. Select **Edit Line** icon  from the details that display.

<input type="checkbox"/>	Name	Account ID	Organization	Type	Status	Edit
> 	Javier Solís	javier.test@movius.ai	ABC Corporation	ML		
MultiLine1 14702463934 User Permissions Exchange-Contacts-... Usage 📞 0 Min 📧 0 msgs 📄 0 B   Active  						

4. Make changes, then select **Save**.

Profile Activity 

MultiLine	14702463934	Emergency Services	<input checked="" type="checkbox"/> E911	08 Feb 2024, 02:06	
User Permissions	Exchange-Contacts-only	Usage	 Calls	 Messages	 Data
Organization	ABC Corporation		0 Min	0 msgs	0 B
Device #		Features	Call Recording	<input checked="" type="checkbox"/>	
Language	English		Message Logging	<input checked="" type="checkbox"/>	
Forwarding Number	Enter number with country code		MS Teams Calling	<input type="checkbox"/>	
			Incoming Call Notifications On Multiline App	<input checked="" type="checkbox"/>	

NOTE: Disabling both MS Teams Calling and Incoming Call Notifications on MultiLine App is not allowed.

Close Save 