

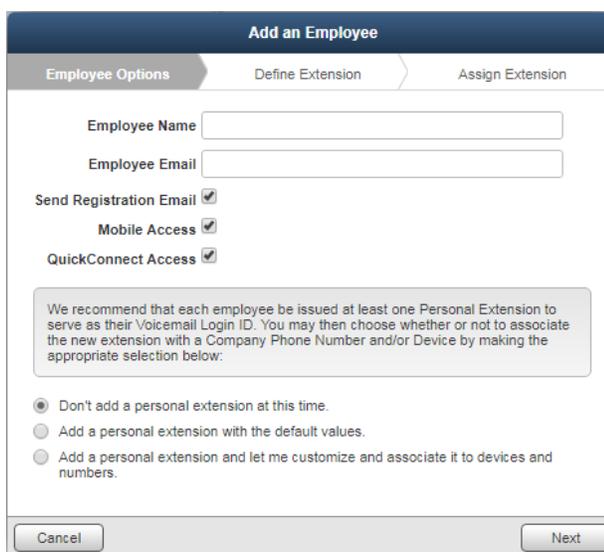
How to Create a User:

- Once logged into the admin portal, click on “Users.”



- Click on the gear cog on the top right, and select “Add”, and the following window will popup:

- Employee Name:** Name of the user (full names recommended)
- Employee Email:** This email is the login email for the user. While not everyone needs access to their portal, this is necessary for some features.
- Send Registration Email:** Sends a welcome email to the user with their temporary password.
- Mobile Access:** Allows the user to use the Absolute VOICE mobile app.
- QuickConnect Access:** Gives the user the ability to use the SMS/MMS portal.



The screenshot shows the 'Add an Employee' form. It has three tabs: 'Employee Options' (selected), 'Define Extension', and 'Assign Extension'. The form contains the following fields and options:

- Employee Name:
- Employee Email:
- Send Registration Email:
- Mobile Access:
- QuickConnect Access:

Below these fields is a text box with the following text: "We recommend that each employee be issued at least one Personal Extension to serve as their Voicemail Login ID. You may then choose whether or not to associate the new extension with a Company Phone Number and/or Device by making the appropriate selection below."

There are three radio button options for selecting a personal extension:

- Don't add a personal extension at this time.
- Add a personal extension with the default values.
- Add a personal extension and let me customize and associate it to devices and numbers.

At the bottom of the form are 'Cancel' and 'Next' buttons.

- Of the last 3 options, 2 allow a personal extension to be created when the user is created.
- Once Next is pressed, it will create the user and open up their profile.