

Users

 learn.uc.spectrumenterprise.net/users

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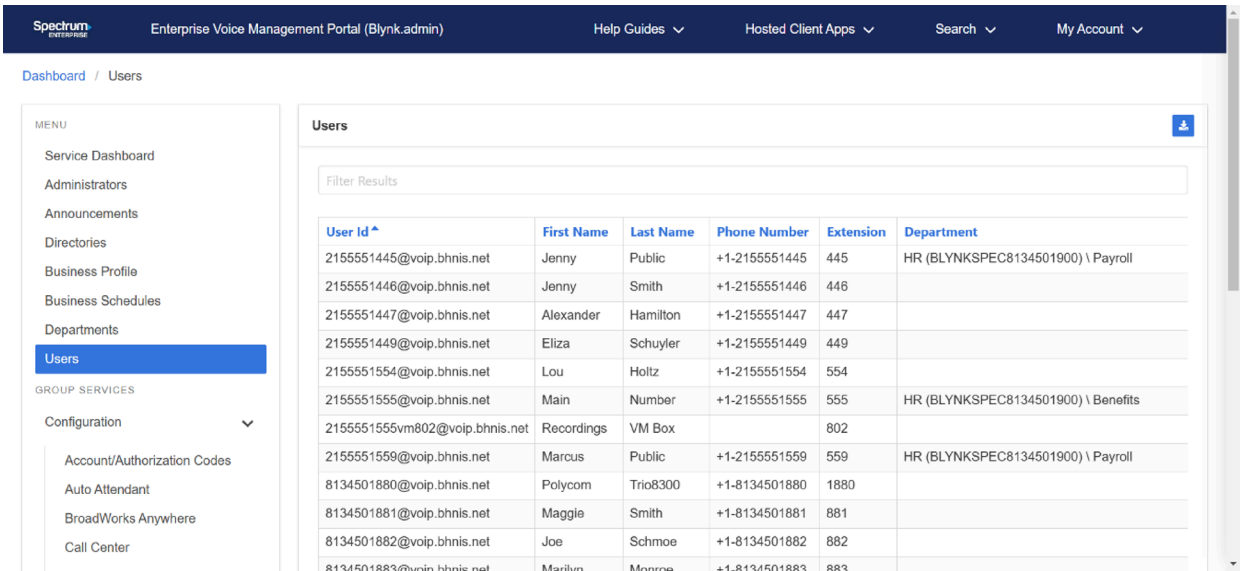
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Users

To view and modify the assigned user services in bulk:

- 1. Select **Users** in the left-hand menu.
- 2. On the **User** tab is a list of all of the users assigned to this group. Select **User Bulk Features** in the left-hand menu.



- 3. Choose the service you would like to view or modify. On this screen, you can see which users have this feature enabled/disabled. You can modify a single user by selecting the user.
- 4. To modify multiple users in bulk, select the **Settings** icon in the upper right corner.
- 5. Place a checkmark next to the users you would like to modify and click the **Checkmark** at the top of the list. The Edit User window will appear.

Make your changes and select **Save** to apply to all of the users selected.