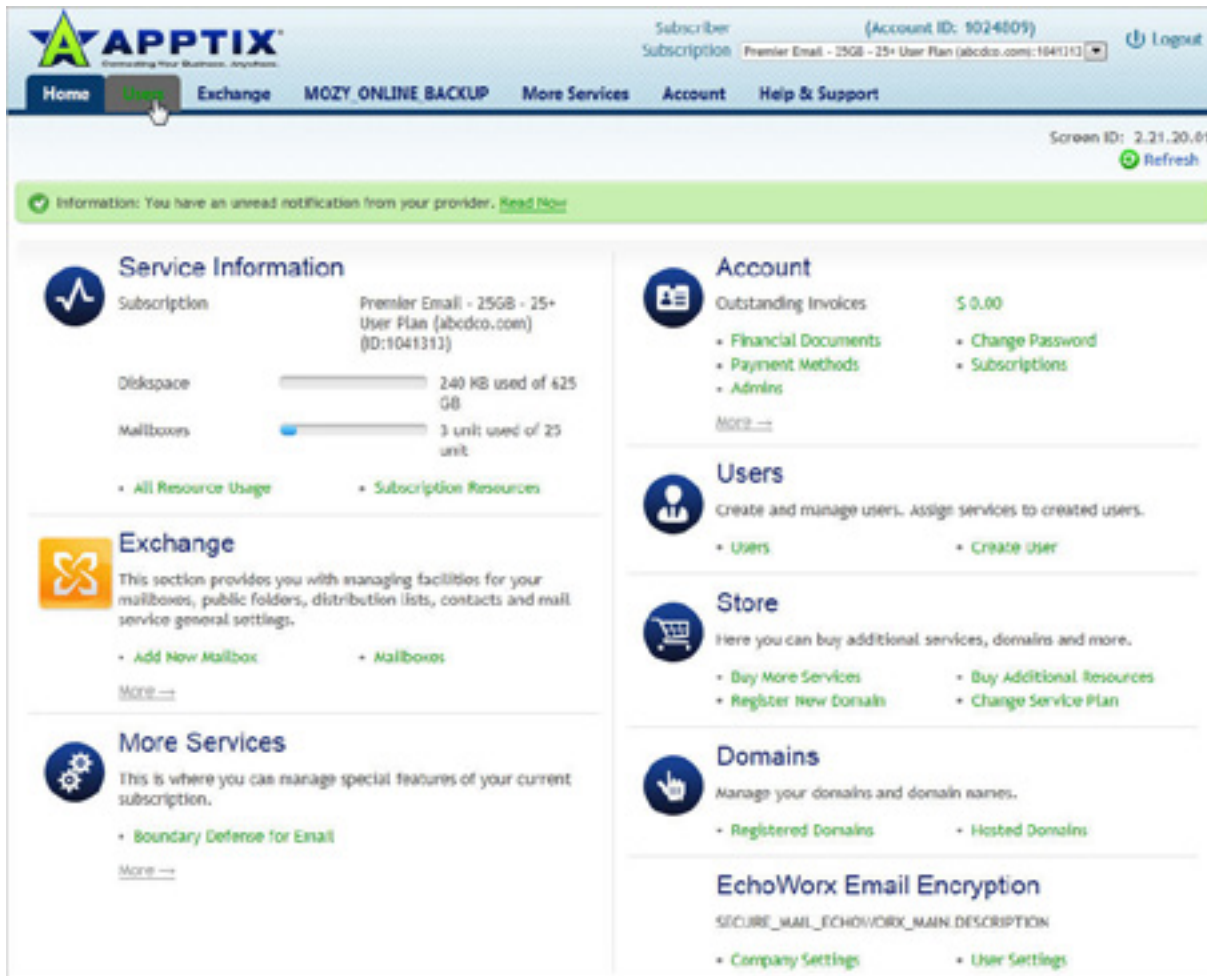


# Add a New User

A “Service User” is a member of your organization that has been assigned to any of the Apptix services to which your organization has subscribed. The Service Users feature in the Admin Control allows you to assign and manage all of the users in your account as it relates to the various services your organization is using.

1. Log into the Control Panel.

The Apptix Control Panel’s main dashboard displays:



2. Select the **Users** tab from the menu bar.

The **Users** dashboard displays a list of current service users:

Users

Screen ID: 4.4.4.5

Help Refresh Up Level

Here you can manage users registered within current subscriptions.

Add New Service User Change Domain Delete

4 total | Show Search On page: 25 50 100

ID	Display name	Login	Services	Status	Enabled	Read only	Login
4343362	jjones	jjones@trainingdocumentation.collaborationhost.net	None	Ready	Yes	No	Login
4344685	mjackson	mjackson@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4344812	scorman	scorman@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4378217	rjsmith	rjsmith@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login

4 total On page: 25 50 100

3. Click the **[Add New Service User]** button to access the **Add New Service User** wizard:

Add New Service User

Screen ID: 4.4.4.3

Help Refresh Up Level

Main

Display name

Login

Login in existing domain

@ abcdo.trainingdocumentation.collaborationhost.net

Custom login

Login should be in the e-mail address format e.g. user@example.com.

Password

Confirm password

The minimum length for password is 6 characters of different types (uppercase and lowercase letters, numerics, special characters). If there are only three different types of characters, minimum length is 7. If password is word-based, or there are less than three different types of characters, minimum length is 8. There should be enough different characters in password, number depends on password class (more for word-based password or password with few different character types).

Generate new password

Services

Exchange

Microsoft Lync 2010  Application is not provisioned in subscription

Next >> Cancel

4. Identify the parameters for this new service user and assign the service user to multiple services subscribed to by your account:

- **Main** section: Define the service user parameters for creating this new service user:
  - **Display Name:** How the service user name will be displayed to others.
  - **Login:** Must be a unique login associated with one of your account domains, which may be selected from the drop-down menu. Aptix suggests using the *first.lastname* nomenclature.



- Review the summary information and then click [**Finish**] to accept all of the parameters entered to create this new service user.

The updated **Users** list displays, indicating the results of adding the new service user along with a table detailing the specifics of all currently defined service users.

ID	Display name	Login	Services	Status	Enabled	Read only	Login
4343362	jjones	jjones@trainingdocumentation.collaborationhost.net	None	Ready	Yes	No	Login
4344685	mjackoon	mjackoon@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4344812	acomman	acomman@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4378117	rjunich	rjunich@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4756071	test1234	test1234@bcdoe.trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4880969	jjones	jjones@zzabod.collaborationhost.net	Exchange	Updating	Yes	No	Login

From this screen you can continue to add new service users or delete or manage the service users currently listed.