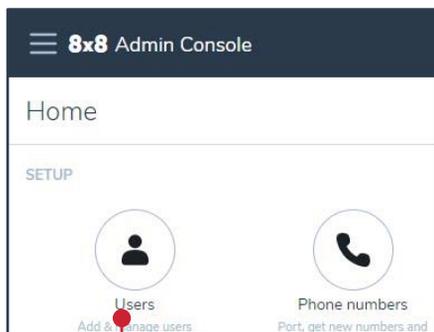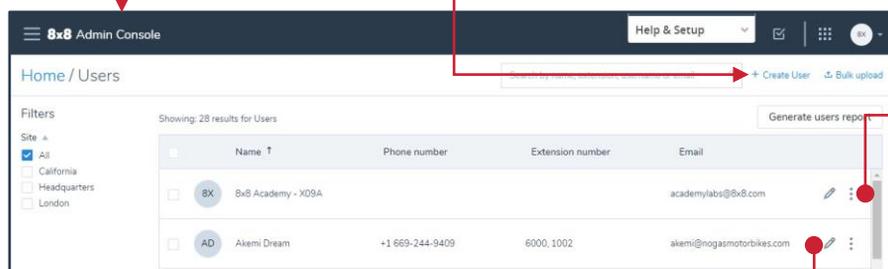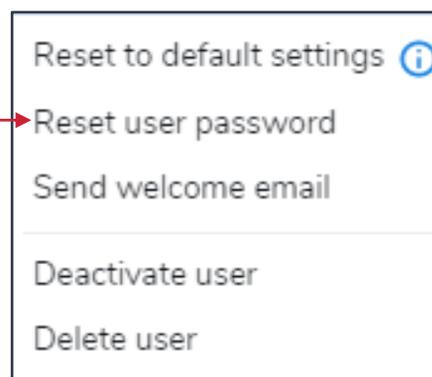# Editing Users

Create a new User

1. Select **Users** on the 8x8 Admin Console Home Page

2. Select **+Create User** near the top right corner of the Users page

Reset a User Password

1. On the **Users** page, select the **ellipsis** icon on the right side of the User's row entry

2. From the Pop-up menu, select **Reset user password**

Call Forwarding

1. On the **Users** page, select the **pencil** icon 🖉 on the right side of the User's row entry

2. Select **Call forwarding rules** from the menu on the left

3. Select the appropriate **checkboxes** to enable Call forwarding rules

4. Select **+Add new rule** to add an additional Call Forward

5. Select the **pencil** icon on the right to change the forward target of a rule
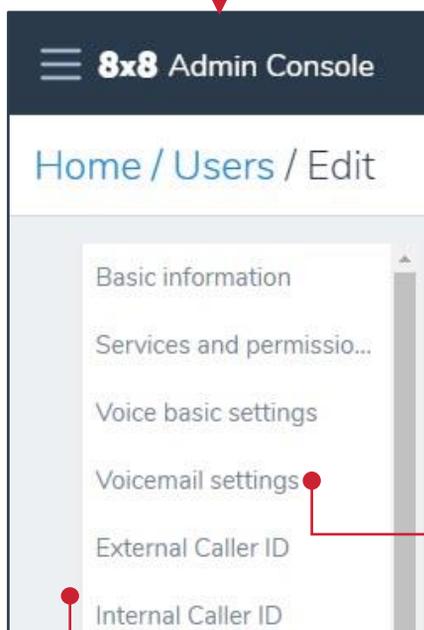
Reset a Voicemail PIN

1. On the **Users** page, select the **pencil** icon 🖉 on the right side of the User's row entry

2. Select **Voicemail Settings** from the menu on the left

3. Select **Reset access PIN** on the Voicemail settings panel