



Managing users

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List users

The **Users** page provides the following views of user accounts:

- **Current Accounts** lists users in your enterprise that have been [Invite a user](#) to your enterprise.
- **Pending Invitations** lists users who have been [Invite a user](#) to join your enterprise but haven't yet activated their accounts.
- **Disabled Accounts** lists users whose accounts have been [Remove a user account](#).

| Email address | First name | Last name | Status | |
|-------------------|------------|-----------|--------|-----|
| user1@example.com | User1 | Lastname1 | Active | ... |
| user2@example.com | User2 | Lastname2 | Active | ... |
| user3@example.com | User3 | Lastname3 | Active | ... |
| user4@example.com | User4 | Lastname4 | Active | ... |

Invite a user

Enterprise administrators can invite a user to join an enterprise.

Procedure

- Step 1** Select the **Users** tab.
- Step 2** Click **Invite User**.
- Step 3** Enter the user's first name, last name, and email address.
- Step 4** Click **Invite**.

Invited users are sent an email with an activation link that expires in one hour. Invitations that haven't been activated yet can be viewed under **Pending Invitations** (see [List users](#)).


Note

Account activation emails are not sent to users in enterprises that have integrated an identity provider with Security Cloud Sign On.

Edit a user

An enterprise administrator can edit a user's first and last name. A user's email address can't be changed.


Procedure

- Step 1** Click **Users** in the left navigation, then click **Current Users**.
 - Step 2** Click the menu icon  and select **Edit**.
 - Step 3** Edit the user's first name or last name.
 - Step 4** Click **Update**.
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Reset user password

Enterprise administrators can reset the password for users who belong to a verified email domain.

Procedure

- Step 1** Click **Users** in the left navigation pane.
- Step 2** Under the **Current Accounts** tab, locate the user whose password is to be reset.
- Step 3** Click the three-dot menu icon  adjacent to the user name and select **Reset password**.

On the next sign-in, that user is prompted to reset the password.

Remove a user account

An enterprise administrator can remove a user account from the enterprise.

Procedure

Step 1 Click **Users** in the left navigation pane.

Step 2 In the **Current Accounts** tab, click the three-dot menu adjacent to the user entry that you want to delete, and select **Remove user**.

Step 3 In the **Remove User** dialog box, click **Remove**.

The user account is removed from the enterprise and the user will no longer have access to any of the products within the enterprise.
