Navigating to the User Management Module

- Log into your PBX GUI
- On the top menu click **Admin**
- In the drop down click **User Management**
- The **Users** tab should be active, and a list of all current users should be displayed.

**Users**

The first view you will see when going to the User Management module is the listing of all of your users on the system

You can see users for a specific directory by changing the directory drop down to another directory
Groups

Upon clicking the ‘Groups’ tab in the User Management module you will see the listing of all of your groups on the system.

For more information on Groups see User Management Groups

Directories

A directory is a listing of Users and Groups. You can create multiple directories for your PBX, for example utilizing both Active Directory and local users that only exist on the PBX.

For more information on Directories see User Management Directories
The settings tab lets you define global User Manager settings

- **Send Email on External New User Creation**: Whether to send an email (using the ‘Email Subject’ and ‘Email Body’) to new users when they are created externally (not directly through User Manager)
- **Send Email as HTML**: Whether Email Body will send as HTML or plain text to the user
- **Host Name**: The hostname used for email. If left blank the default value of the address in your browser will be used
- **Email Subject**: Text to be used for the subject of the welcome email.
  - **Useable variables are**:
    - fname: First name
    - lname: Last name
    - brand: FreePBX
    - title: title
    - username: Username
    - password: Password
- **Email Body**: Text to be used for the body of the welcome email
  - **Useable variables are**:
    - fname: First name
    - lname: Last name
    - brand: FreePBX
    - title: title
    - username: Username
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