

Changing User Roles

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PoliteMail O365

Version: ■ 4.94 ■ 4.97 ■ 5.0+

Please note that only Admins can perform this function.

If you want to change a user's role (Administrator, Manager, User) go to **POLITEMAIL > Account > Users**.

Select the user's name to open the Edit User window.

Under User Type, select the new role for the user.

The screenshot shows the 'Users' management page in PoliteMail. The 'Users' table has columns for Email, First Name, Last Name, Business, Role, Region, and Last Login. The user 'Peter Parker' is selected, and the 'Role' column for this user is highlighted with a red box. A red arrow points from this box to the 'User Type' dropdown menu in the 'Edit User' panel on the right, which is also highlighted with a red box and set to 'Manager'. Other fields in the 'Edit User' panel include First Name (Peter), Last Name (Parker), Email (Peter.Parker@gmail.com), Phone, Reset Password, Require Password Reset (False), Business (Accounting), Region (South), and Send Setup Email (No). 'Save' and 'Cancel' buttons are at the bottom of the panel.

Click Save when finished.