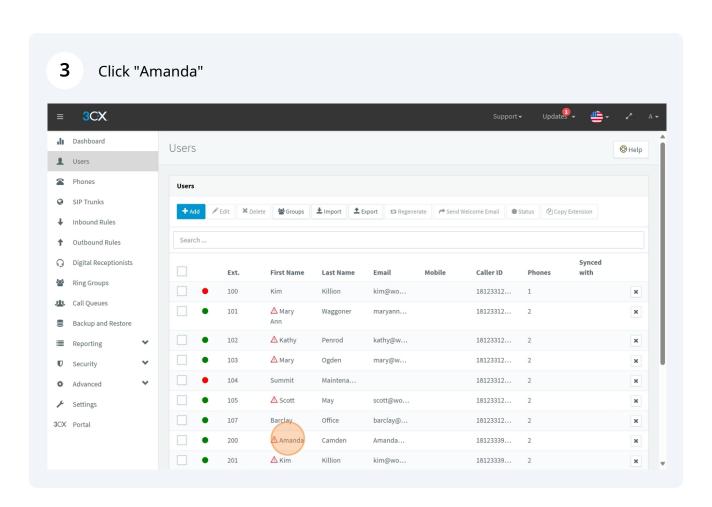
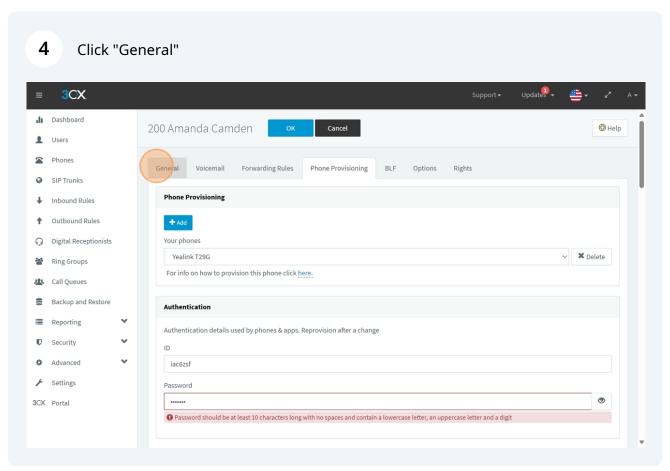
## **Update User Information in 3CX System**



1 Navigate to <a href="https://2490cc.3cx.us/#/app/default">https://2490cc.3cx.us/#/app/default</a>

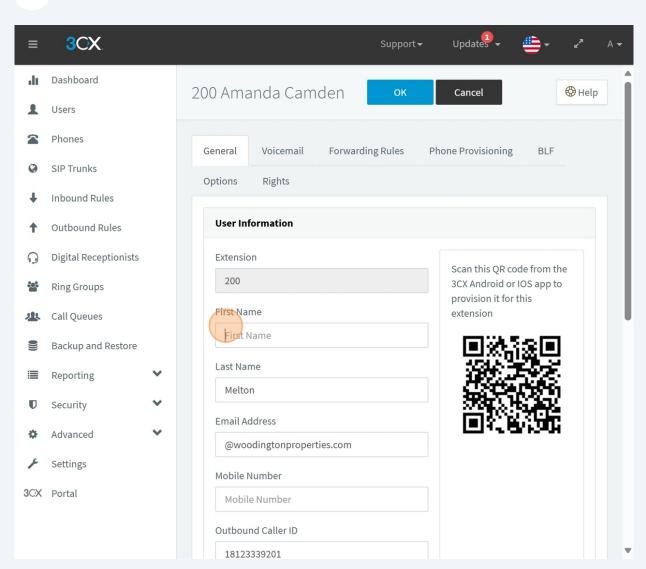
2 Click "Users" 3CX Dashboard Dashboard ⊕ Help Users System Status PBX Status Information SIP Trunks Trunks Up 2/2 C4PQ-VMWI-484R-7H7M License 10/14 Professional Annual Extensions Up Product ↑ Outbound Rules Number of calls in use 1/4 Sim Calls Digital Receptionists Blacklisted IPs Meeting Seats Ring Groups **Active** 08/14/2025 Call history Expiry Date Call Queues Version 18.0 Update 9 (Build 35) Chat logs Audit Log My Partner Unlink INIT Consulting ■ Reporting Automatic FODN 2490cc.3cx.us Disk Usage Memory Usage CPU Usage Backups Security 23.90.82.231 Static Recording 15/100% 54% used None IPv6 ✓ Firewall Settings Outbound Rules 910.1 MB free





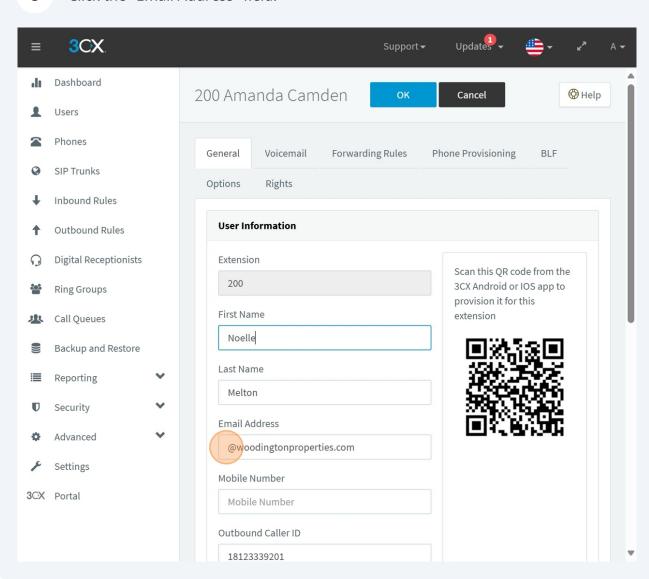
5 Type "Noell **tab** Melton"

6 Click the "First Name" field.



7 Enter the users name

8 Click the "Email Address" field.



9 Enter the users e-mail address

## Click "OK"

