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The Account Administrator is the person whose contact information is on file for the Ooma Office account. This information can be reviewed and updated at any time by following these instructions:

1. Log into your Ooma Office Manager at [{{ site.office\_link.au }}]({{ site.office\_link.au }}) and navigate to "[Settings]({{ site.office\_link.au }}/#settings)" under the "Account" tab.

2. Review the account administrator name and email address under the "Administrator Information" section. If you want to update it, click the "Edit" button.

3. Enter the new name and email address.

4. Save your changes.