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Since each extension has its own personal information, it is important to make sure that each extension is up-to-date with the information of the employee who is using it.

1. Table of Contents

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## How can I update the information for an extension?

You can update the information for an extension by following these steps:

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

2. Click the "Setup" button next to the extension whose number you wish to change: \\

![manage extensions]({{ site.baseurl }}/assets/images/ooma\_office\_wework/edit\_extension\_wework.png)

3. In the "Basic" tab you can update the user's information.

4. When you are done, save your changes to exit the screen.

## What personal information can an extension have?

An extension can have a first name, last name, email address, and password.

\*\*Note:\*\* Each extension must have a unique name.