Adding/Removing an authorised contact to your account

The **Account Holder** holds the responsibility and capability to manage the list of authorised users associated with the account. This includes the ability to add new users when necessary and to remove existing users if they are no longer connected with the business or their access is deemed unnecessary.

How to add an authorised user?

If you'd like to add an authorised user or create another email, please follow the steps outlined below.

- 1. Visit spintel.net.au
- 2. Login to <u>My Account</u> by selecting **Customers** and then **My Account**.



3. Once logged in, you will see these options at the top of the page - Dashboard, Services, Billing and My Account.

Click My Account and select User Management

DASHBOARD	SERVICES	BILLING	✓ MY ACCOUNT
			PERSONAL DETAILS
			SUSER MANAGEMENT
	7		

4. Click Create a new user

ser Managemen	it	
Username	Name	Туре
Create a new user		

- 5. Enter the details and select an Account Type.
 - A **Basic** user is primarily intended for email use only and is unable to make any modifications to the account.
 - An Account Administrator can make any changes to the account and

must be over 18 years old.

dd Authorised User/Mailbox		
Account Type		
 Basic Administrator 		
Username		
Password		
	0	
Confirm Password		
	0	
Title		
Please select		
Name		
First Last		

Fill in the contact details as these are the information needed to verify the authorised user on the phone if required.

Date of Birth				
Day	~	Month	~	Year ~
Email				
Mobile				
Phone				
Work Phone				
				Create New User

6. Click on **Create a New User** to finish.

How to delete an authorised user?

- 1. Visit spintel.net.au
- 2. Login to <u>My Account</u> by selecting **Customers** and then **My Account**.



3. From the top menu, click **My Account** and select **User Management**



4. Select the username you want to remove.

User Mar	User Management		
Active	Closed		
Username	Name	Туре	
		Primary	
		Administrator	

5. Scroll down to User Management and select Delete User

User Details	
Name Email	Account Type Administrator Mobile
User Management Change User Type Reset Password	
Delete User	

6. Click **Delete** to confirm.



Please note, when you delete an account here, the email account will also be removed, along with any emails that you haven't downloaded.

Online URL: <u>https://articles.spintel.net.au/article/adding-removing-an-authorised-contact-to-your-account.html</u>