Updating Internal Caller ID from the Admin Portal

Log into the Admin portal

In the "**Users**" tab under the "**All Lines**" header. Locate the name of the person for whom you would like to update the internal caller ID (you can search for the name/number/label in the "**Search for..**" field):

Click "**Actions**":

The click "**View Individual Settings**" A second window will pop up:

Click "**Call Settings**" under the "**Your Services**" header.
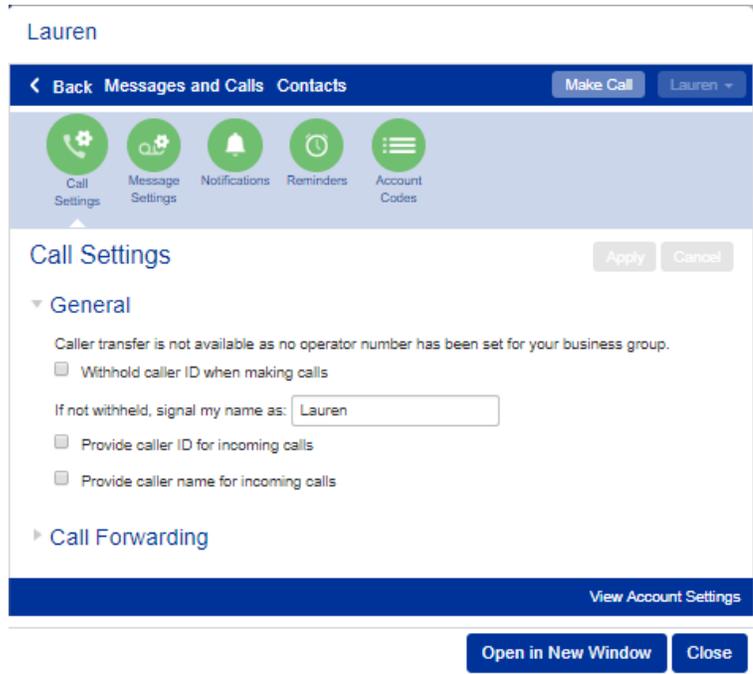
Under "**General**", in the field that reads **"If not withheld, signal my name as:"** type the name you would like to use.

When you are satisfied, click "**Apply**"