

# inReach Support Center

Knowledgebase > Enterprise Web Portal [enterprise.delorme.com] > Enterprise Portal > How-To > Creating & Configuring Users for inReach Enterprise

---

## Creating & Configuring Users for inReach Enterprise

Administrator - 2017-07-09 - Comments (0) - How-To

### Creating Users, Configuring Preset Messages, Quick-Text Messages and Contact for inReach Enterprise

1. To create a user in the Enterprise portal, navigate to the Groups & Users tab and click the **New User** button. You will need details such as the user's profile information, address and emergency contact details. Once the user details have been entered, click Save.



2. Once you've created the user, click the **More Details** button. This will take you back into the user profile where you can now define Preset and Quick Text Messages by selecting the Messages tab.



3. To update the user's contacts, select the Contacts tab and click the **Add** button. Enter the contact details and click **Done**.



4. Once the user profile has been configured, you can now add and/or assign a user to a device. To add a new device and/or assign a user, please see [Adding & Assigning Devices for inReach Enterprise](#).

#### Note:

- Once an admin or user email is created, it cannot be used in another account.
- Once the users are assigned to the devices, they will be prompted to log into the portal with a temporary password.

#### Related Content

- [Adding & Assigning Devices for inReach Enterprise](#)
- [Creating an inReach Enterprise Account using Pro Plans](#)