

inReach Support Center

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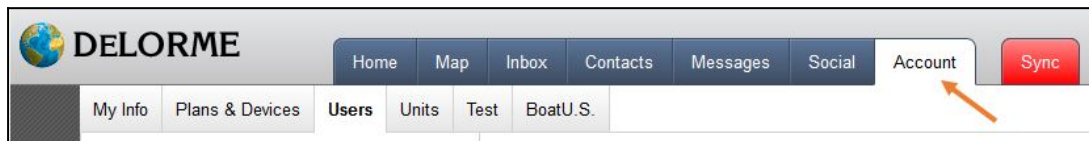
Editing an Existing User in the Explore Portal

Administrator - 2015-07-21 - Comments (0) - How-To

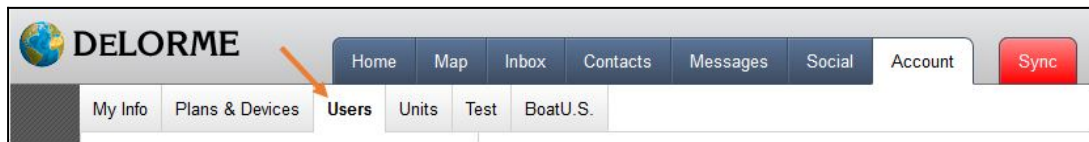
Follow the instructions below for assistance on how to edit an existing user in the Explore portal.

Solution: Edit user profile

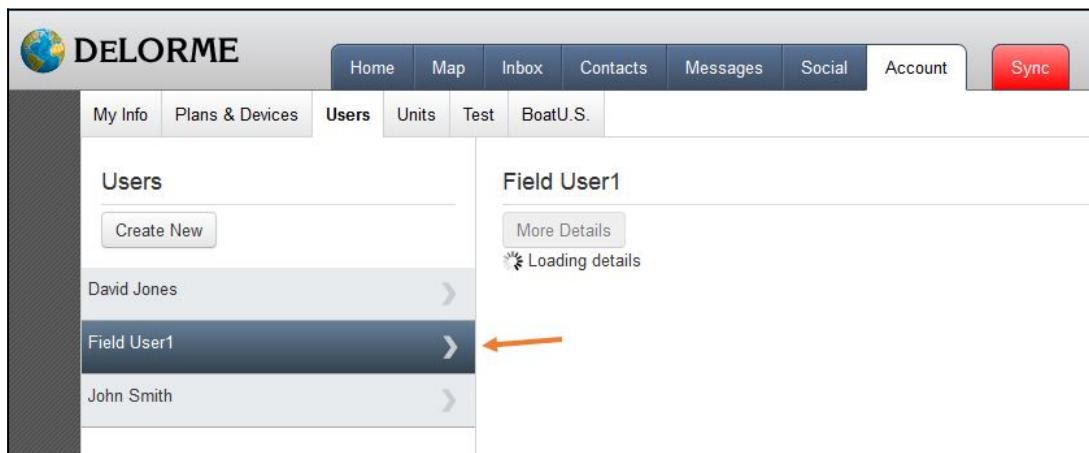
1. To edit an existing user, navigate to the Account tab.



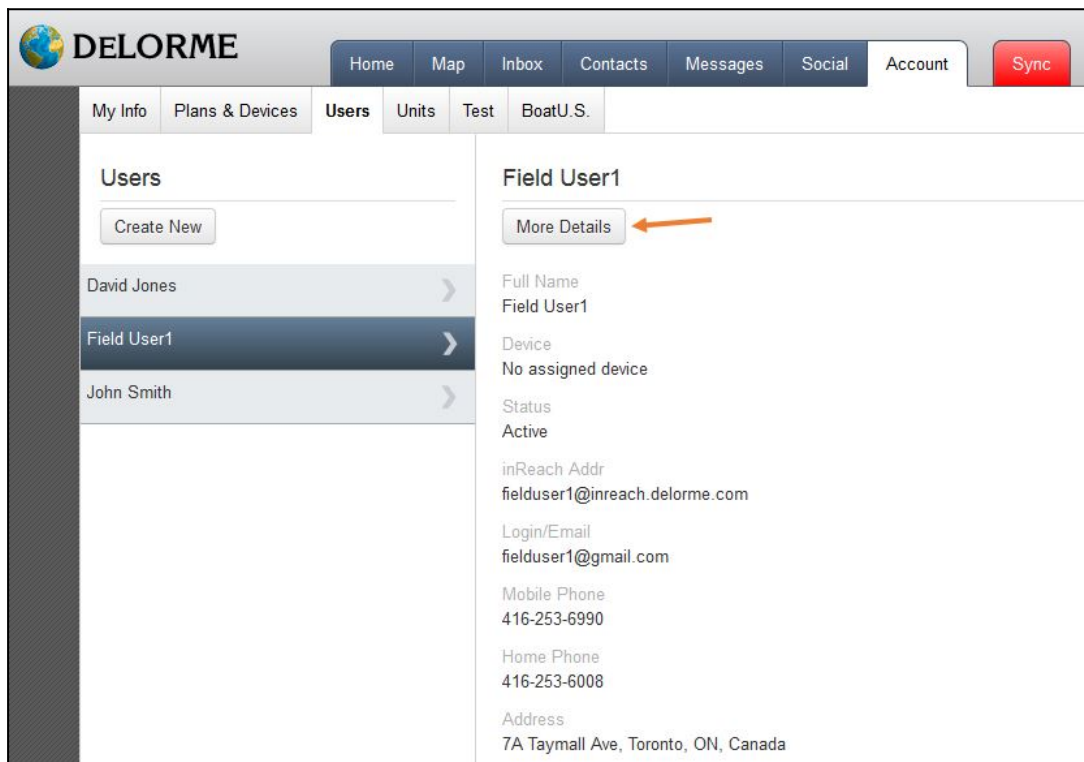
2. Select the Users sub-tab.



3. Select the desired user from the user list.



4. Select the More Details button to edit the selected user.



5. A number of details and configuration settings can be edited from this section.

- To edit the user's **General** details: Select the Edit button, make any necessary changes and select the Save button when finished.
- To view the user's **Inbox**: Select the Inbox sub-tab.
- To edit the user's **Messages** (Preset & Canned Messages): Select the Messages sub-tab, select the Edit button next to the desired message, enter the message content, and click the Done button when finished.
- To edit the user's **Contacts**: Select the Contacts sub-tab, select the Add button to add additional contacts, fill out the Create Contact form, and click the Done button when finished.
- To view the user's **History**: Select the History sub-tab, and use the time & date range filters.



6. Click the Done button once you have finished editing the user profile.

NOTE: A sync is required once you have made changes to any of the areas outlined above.



Related Content

- [Deleting a User from the Explore Portal](#)
- [Creating a New User in the Explore portal](#)