



Edit user details

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Prerequisites

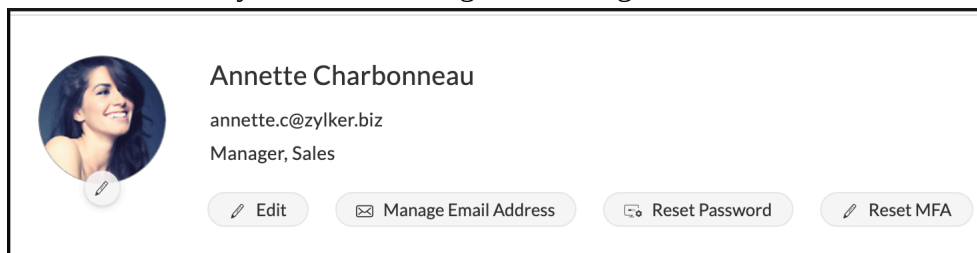
Permissions required to perform this action :

- Edit users


Edit user details

You can edit a user's details, such as their info, photo, and email address. Follow the steps to edit the details of a user:



1. Sign in to [Zoho Directory](#).
2. Click **Admin Panel** in the left menu, then go to **Users**.
3. Click on the user you want to change the setting for. You can use 🔍 to find a specific user from the list.





4. To edit a user's info, click **Edit**. Make the required changes, then click **Update**.

 **Note:** For [external users](#), you can only edit [custom fields](#). You can use these custom fields to collect and store certain information about them (such as title, contact detail, joining date) which might be useful for your organization.

5. To edit a user's photo:

1. Click  on the user's photo to upload a new photo.
2. Click  on the user's photo to delete the existing photo.

6. To manage a user's email address, click **Manage Email Address**, then:

1. Click **Add Email** to add a secondary email address. If Zoho Mail is assigned to the user, *Add Email* can also be used to create email aliases.
2. Click  next to an email address to make it the primary address.
3. Hover over an email address and click  to remove it.