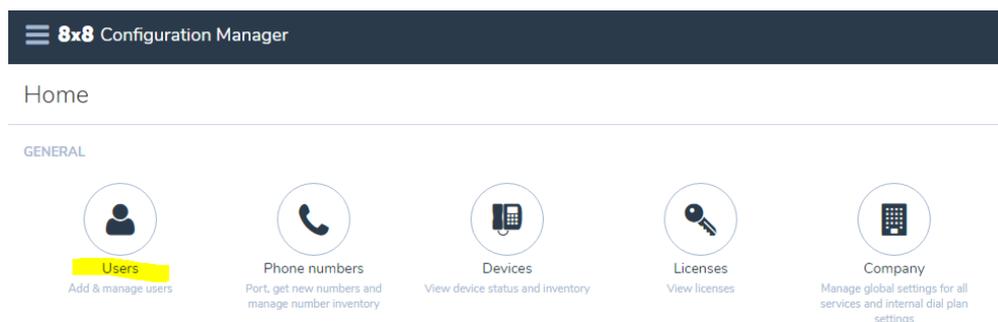


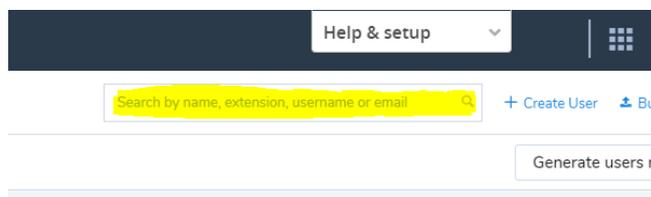
Reset a User's Password in 8x8 Configuration Manager

Last Modified on 04/04/2019 11:08 am EDT

1. Login to [8x8 Configuration Manager](#).
2. Click Users.



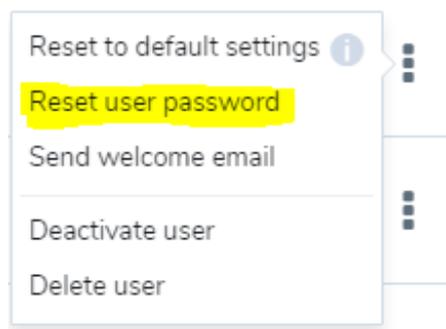
3. Find the user you are looking for. You can just scroll through the list or use the Search bar at the top-right of the page. You can search by user name, person's name, extension, or e-mail address.



4. On the user record, click the Ellipses button (three vertical squares).



5. Click Reset user password. An e-mail will be sent to the user with a reset link.



6. Check with user to ensure they received the link.
7. Log out of Virtual Office Configuration Manager.