# Pod CommPortal For Administrators

Why not pop over to Pod Unified Communications YouTube Channel where you can see some of the great features of the Pod CommPortal and client.

## Pod CommPortal for Administrators

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| Help Overview | The business group administrator tutorial. The hosted voice solution provides the control needed to make day to day changes necessary to keep your business going. | Click to Play |
| Call Manager Guide | This video shows you how to edit individual line settings, account password information, voicemail reset and the devices assigned to the user. | Click to Play |
| How to Change Password and PIN | Shows how to rest a user's account password or voicemail pin. | Click to Play |
| How to Create an Administrator | How to create administrators, or sub sub administrators to the business group. | Click to Play |
| Easy Attendant User Guide | How to configure the Easy Attendant and route calls to various destinations: - individual employees - specific departments - voicemail - announcement messages - dialing menu options | Click to Play |
| How to Assign Users to Departments | How to create departments and assign users | Click to Play |
| Adding Extensions | An extension allows users to dial a number within the business group, without dialing the full number. | Click to Play |

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