Admin: Log into your MaX CommPortal Web at: https://momentum.uccommportal.com

If you have forgotten your password, check with your IT department, System Admin, or contact the service provider for assistance.



Lusers

Once logged in, navigate to Users.

Select the Actions drop-down adjacent to the telephone number of the user requiring a change.



In the drop-down, select View individual settings.



A new dialog for managing the selected line displays.

Select View Account Settings.

Your Services	Call Settings	Message Settings	Notifications	Reminders	
			Оре	View Accou	nt Settings Close
Test					
Home Message Phone Status	es and Calls	Contacts		Make Call	Test +

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Test

Phone Status

Available for Calls

Incoming calls will: Ring your Account Phone 👻

Select Change Security Email.

Test			
Home Messages and Ca	lls Contacts	Make Call	Test +
Phone Status			
🐛 Available for Calls	-		
Incoming calls will: Ring	your Account Phone 👻	Open Call Man	ager
Your Services			
Personal Details	Security	Support	
Test	Change Password	<u>Help</u>	
Support Dept Test	Change Call Services PIN	Downloads	
Devices	Change Security Email	Send Feedback	
	Change Voicemail PIN		
		Hide Account	Settings
		Open in New Window	Close

Enter the new email address to be associated to the line. Select **Confirm** to save the change and exit the dialog.

Me	Change Security Email					
Stat vail:	Email Address:					
ing				Confirm	Cancel	Ma

Make Call

Open Call Manag