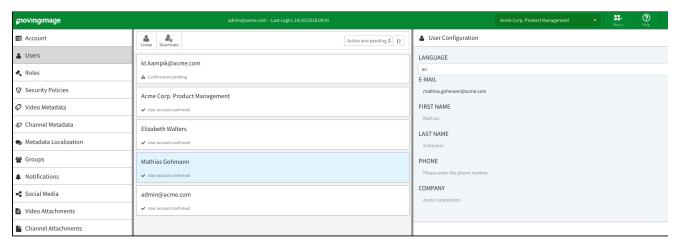# Users

To ensure that only authorized users can work with your account, create appropriate privileges for each user. Each user will have to login into the system with valid credentials and then perform only the functions for which the necessary rights are available (e.g. editing video data, creating a channel).

Edit user accounts using the following options:

- **Create**: Create a new user
- **Delete:** Delete an existing user
- **Deactivate**: Disable an existing user
- **Confirmation mail**: If a newly created user was not yet confirmed, you can send the user another confirmation mail.

The options listed above are described in detail in the next chapters.

Use the drop-down menu in the top right corner to filter the user list by Active, Active and Pending, All users, Deactivated, and Pending users. You can also sort the list alphabetically.