

Adding a new extension in Director - ShoreTel

- ShoreTel director
- Administration
- Individual Users
- Select site and press go
- Enter details

Individual Users Help

Add new user at site: Headquarters Go

Show page: 1: Aaron - Jon 67 Records 25 per page [Export to Excel](#)

First Name	Last Name	Site	User Group	Access License	Extension	Mailbox	Switch	Port	Status
Aaron	Huckle	Headquarters	G3 Users	Professional	1424	1424	G3	Any IP Phone	Home
Adam	Bell	Headquarters	G3 Users	Professional	1407	1407	G3	Any IP Phone	Home

Or to copy an existing user:

- Administration
- Individual Users
- Select user to be copied
- Press copy
- Enter details of new user

Users

Edit User

[Help](#)

Busy

General
Personal Options
Distribution Lists
[Refresh this page](#)

Active Directory User: (domain\userid)

First Name: