



Prevail 3.9.2: Adding Users

- 1) Click Utilities > Users.
- 2) Click 'New'.
- 3) Enter the following information for the user.
 - first, middle, and last name
 - login name (which will default to an ALL CAPS display)
 - initials (which will default to an ALL CAPS display)
 - a password, if desired
 - a security level ("user" or "super user")
- 4) If you want another calendar (other than the user's own calendar) to be the default calendar for the user, choose the other user's name from the "Default Calendar" drop-down list.
- 5) Click 'Save'.
- 6) When you're finished adding all users, click 'Done', or simply close the *User Utilities* window.