

Search for a User

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As an administrator, you can search for a user. You can search by the domains to which you have access or use the **Search All** feature to view user accounts from any domain. Using the latter option, you can view users' contact information, role, and locations even when you do not have the right to edit or manage their user accounts.

To search by domain

1. On the **Settings** tab, click **Users**. The *Users* page opens.
2. In the By Domain tab, click change location.
3. Select the location. The tab shows all users at that location.
4. Select a result to view the user account details.

To search all users

1. On the **Settings** tab, click **Users**. The *Users* page opens.
2. Click the **Search All** tab.
3. Enter all or part of the user's first name, last name, or username. The solution automatically searches for and displays matching accounts.
4. Select a result to view the user account details.