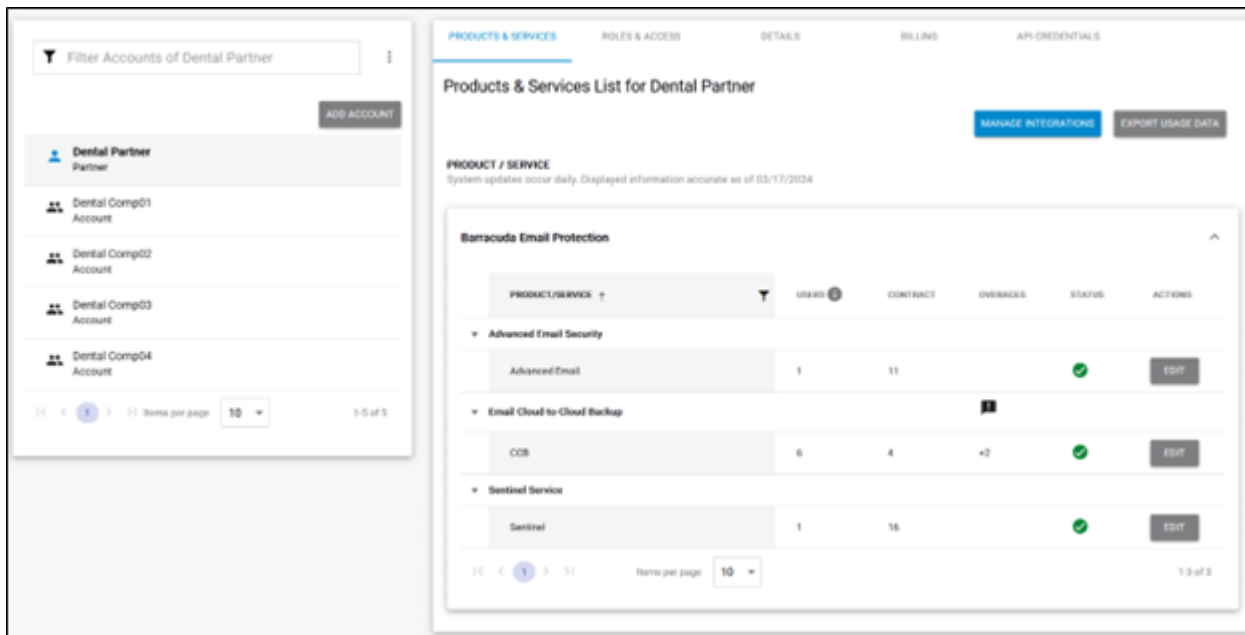


Editing Accounts

<https://campus.barracuda.com/doc/96768205/>

To edit an account, perform the following steps.

1. At the account page, click **Details**.



The screenshot shows the 'Details' page for a 'Dental Partner' account. The left sidebar contains a list of accounts, including 'Dental Partner', 'Dental Comp01', 'Dental Comp02', 'Dental Comp03', and 'Dental Comp04'. The main content area is titled 'Products & Services List for Dental Partner' and features a table with the following data:

PRODUCT / SERVICE	USAGE	CONTRACT	OVERAGES	STATUS	ACTIONS
Advanced Email Security					
Advanced Email	1	11		✓	EDIT
Email Cloud to Cloud Backup					
CCB	6	4	+2	✓	EDIT
Sentinel Service					
Sentinel	1	16		✓	EDIT

The Details page is displayed.

PRODUCTS & SERVICES

ROLES & ACCESS

DETAILS

Details for Air Tracks

DELETE

ID

1018330671

Type

Account

M365 Account

LINK M365 ACCOUNT

Unlinked

Contact Information

EDIT

Company

Air Tracks

Name

Air Tracks

Email

air.tr@fly.com

Address

Street 34

City

Boulder

State / Province

CO

Country

United States

Zip/Postal Code

12345

Phone

111111111111

2. Click **Edit**.
The Edit Account form is displayed.

EDIT ACCOUNT

ACCOUNT DISPLAY NAME (64 Maximum Characters)

NOTES Optional (50 Maximum Characters)

CONTACT INFORMATION

CONTACT NAME (64 Maximum Characters)	ADDRESS
<input type="text" value="testData"/>	<input type="text" value="testData"/> +
EMAIL	CITY
<input type="text" value="testData@test.com"/>	<input type="text" value="testData"/>
COMPANY NAME (64 Maximum Characters)	COUNTRY
<input type="text" value="testData"/>	<input type="text" value="Azerbaijan - AZ"/>
PHONE NUMBER	STATE Optional
<input type="text" value="1231231231"/>	<input type="text" value="testState"/>
	ZIP/POSTAL CODE Optional
	<input type="text" value="testZip"/>

[CANCEL](#) [CONFIRM](#)

3. Make your edits and then click **Confirm**.

Figures

1. campus product services page.png
2. image2022-10-31 11:49:27.png
3. campus edit account1.png

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