

WebHostingBreak

Managing Users in WordPress

This tutorial assumes you are already logged into WordPress.

From the **DASHBOARD**, click to expand the **USERS** option.

Click **ADD NEW**.

Enter a **USERNAME**, **USERS EMAIL ADDRESS**, **FIRST NAME**, **LAST NAME**, and scroll down.

Choose a **PASSWORD** for this user, and enter it twice.

Click **ADD USER**.

To **DELETE** a user, click the **DELETE** link under the users name.

Click **CONFIRM DELETION**.

You now know how to manage users in WordPress.