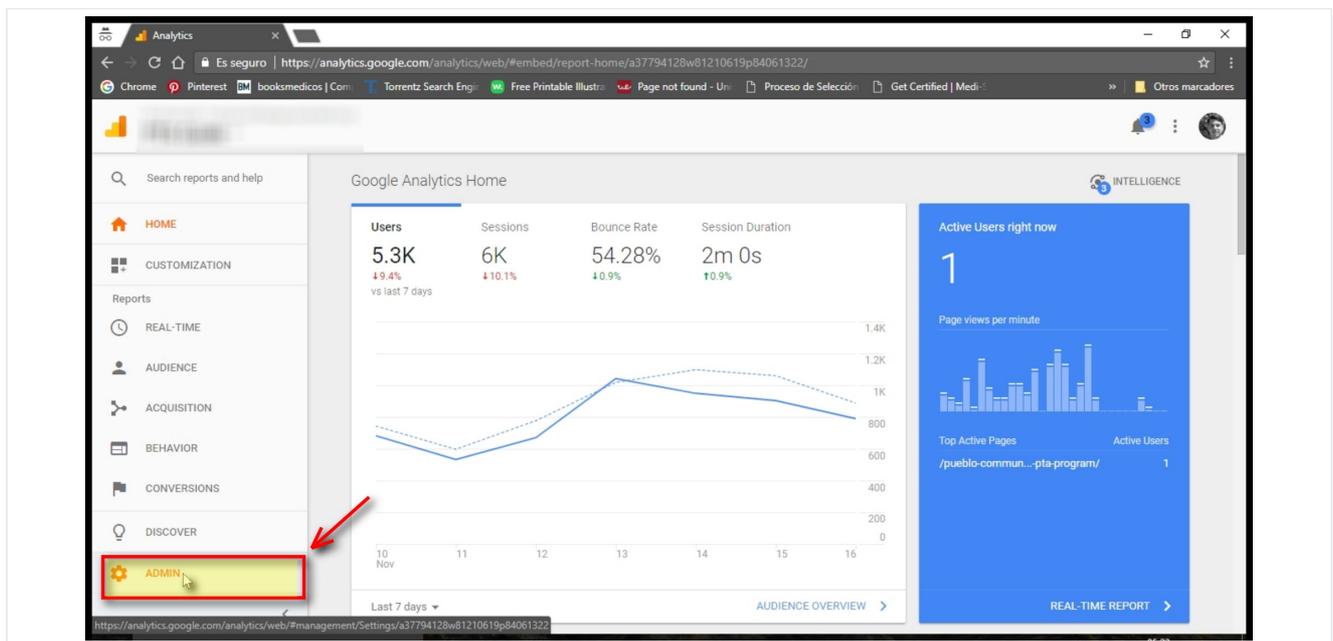


# How to Add User to Google Analytics Step by Step Guide

*Keller Tiemann*

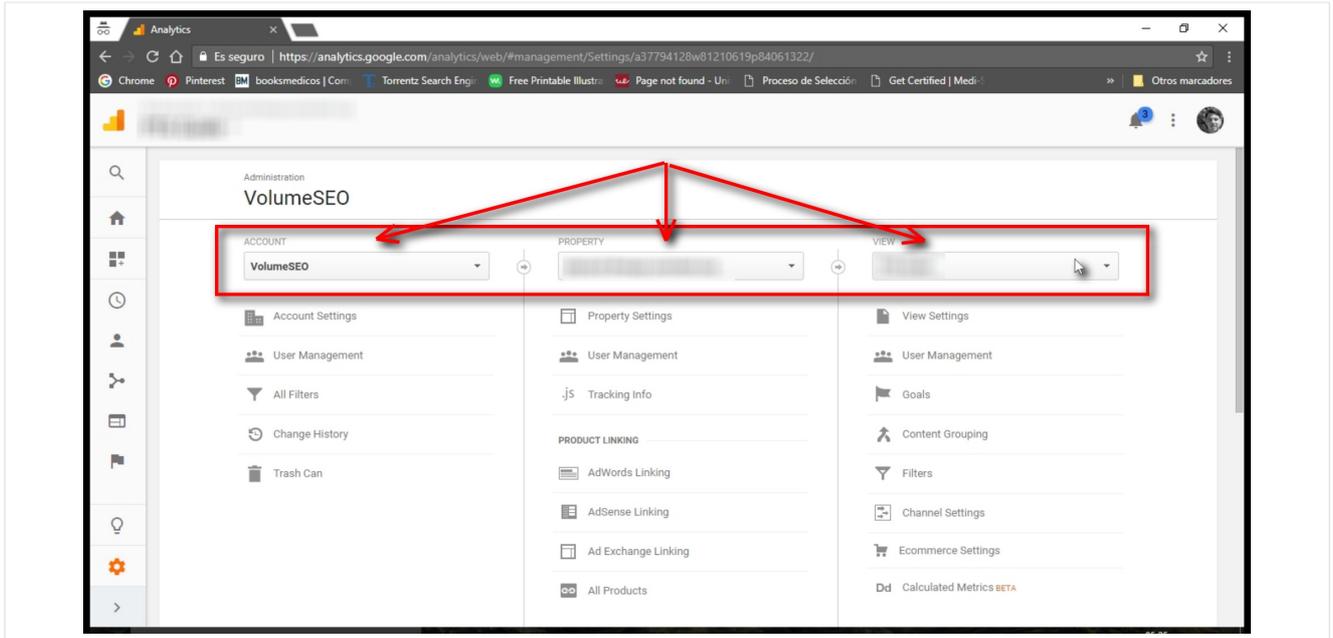
## Sign In & Select Admin



[Sign in to Google Analytics..](#)

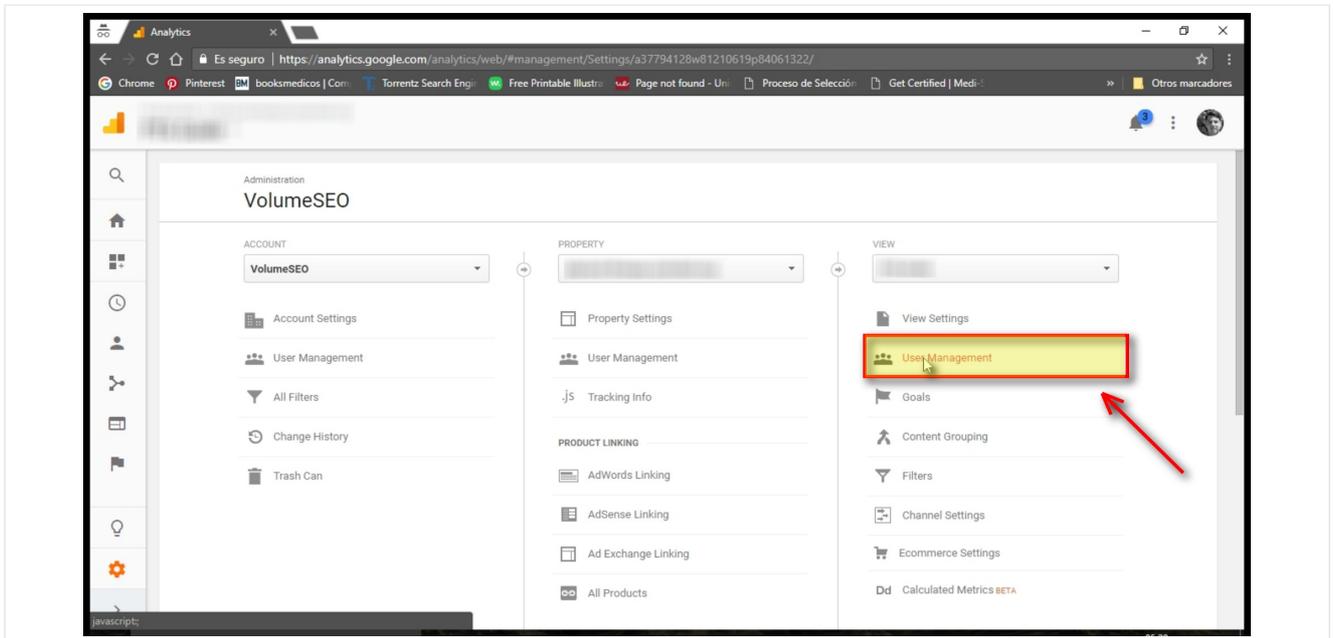
Click **Admin**

## Select Account, Property, View



Navigate to the desired [account/property/view](#).

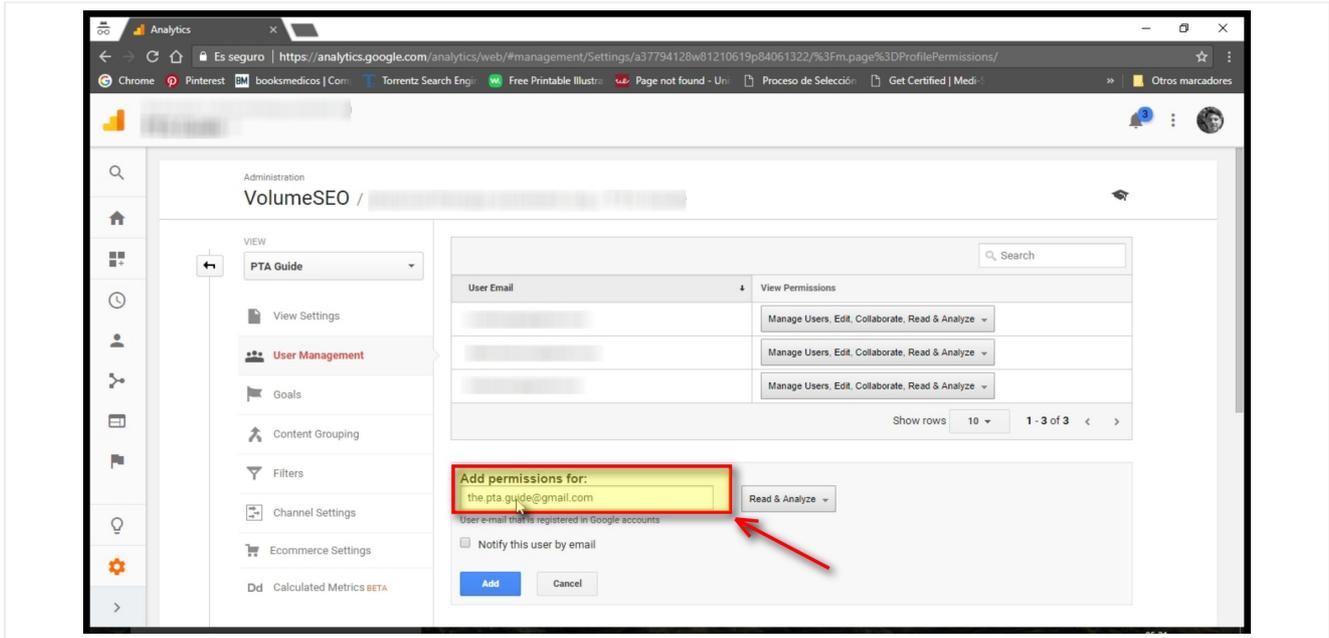
## Click User Management



Click User Management underneath the Account, Property, or View that you want to give the user access too.

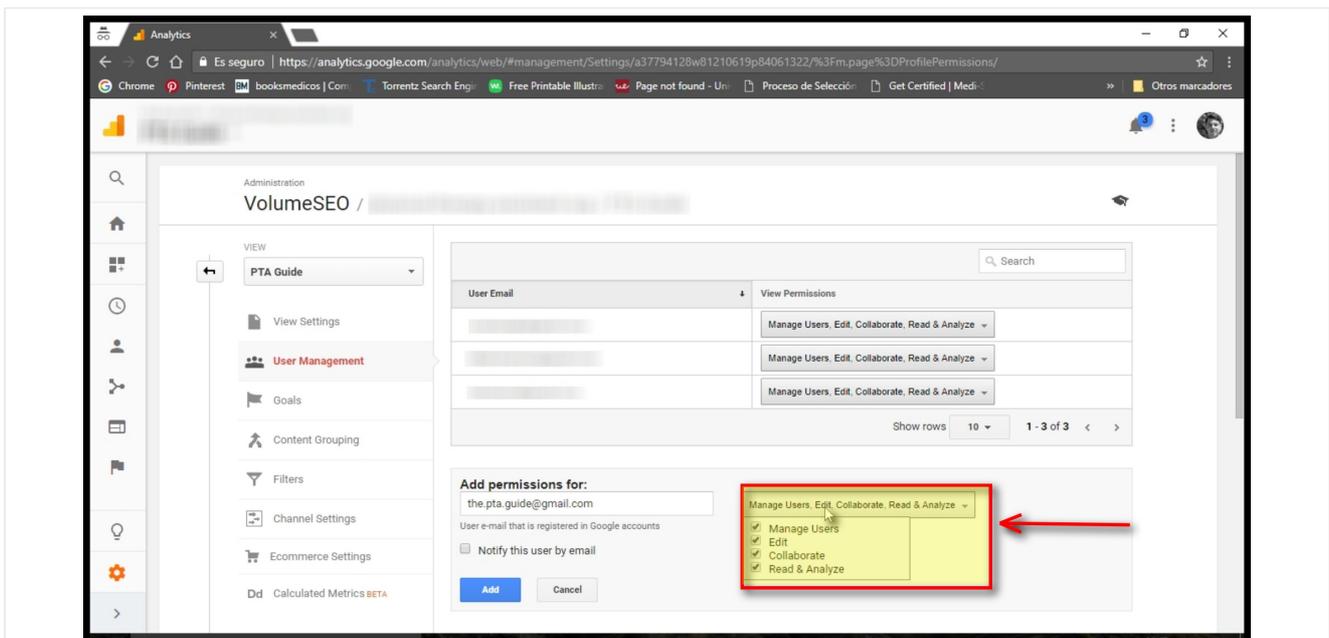
In this example we will select a view so that the user we add cannot see analytics data for other domains within this account.

## Enter Gmail Address



Under *Add permissions for*, enter the email address for the user's [Google Account](#).

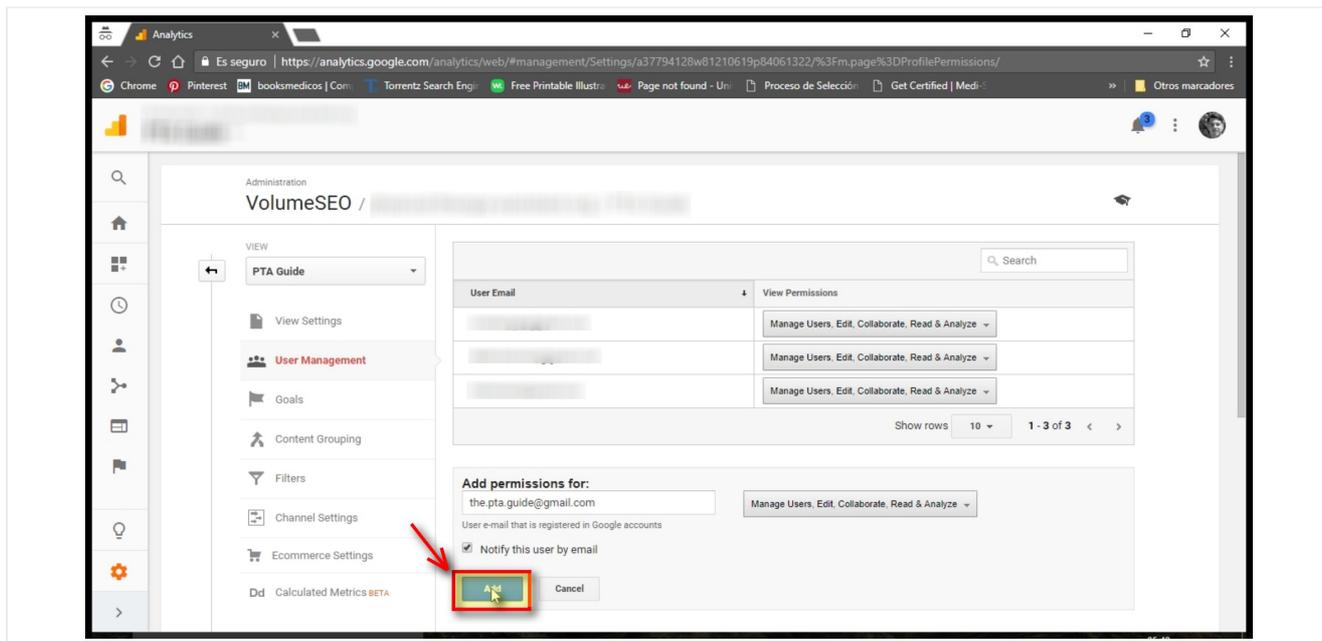
## Select User Permissions



For Volume SEO clients please select all checkboxes granting us full permissions.

For others using this guide, select the appropriate permissions that the user will need access too.

## Notify & Add User



Select **Notify this user by email** to send a notification to each user you're adding.

Click **Add**.