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

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Navigate to the desired **account/property/view**.

Click User Management

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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

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Under Add permissions for, enter the email address for the user's Google Account.

Select User Permissions

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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

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

Click **Add**.