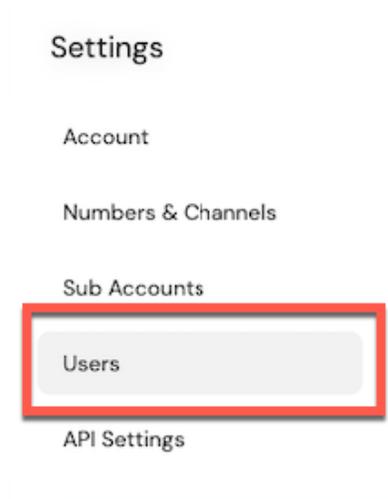


Introduction

New users can be added with different levels of permissions and to different accounts based on your needs. This guide will walk you through the steps to add new users to your MessageMedia account.



To See Your Current Users

1. Click on the “**Settings**” icon (gear) in the bottom left corner of the MessageMedia navigation pane.
2. The Users page will show a list of all users within your account.

To Add New Users

1. Within the “**Users**” section, select “**New User**.”

Users

Search Users	Q	Crexendo Demo x	Please select role	New User
NAME	EMAIL	ACCOUNTS	LAST LOGIN	
Archer Nicholson	anicholson@crexendo.com	Crexendo Demo (admin)	Today at 8:31 AM	...

To add a new user, you will need a valid email address for the user to login with. You can add more than one user at a time by separating the emails with a comma.

2. To select a role, click on the blue “**Administrator**” drop-down arrow and choose the desired role for the user. There are three types of user roles: **Administrator**, **Advanced**, and **Basic**.
- **Administrator** accounts can create and manage sub-accounts, create users, create reports on current accounts and sub-accounts, and manage API keys and Webhooks.
 - **Advanced Users** can send messages and view reports on their current account, but do not have access to any sub-accounts. Advanced Users can create templates and contacts along with viewing all users and messages within their account.
 - **Basic Users** can send messages and view reports on their messages, but they do not have access to any management tools or export the reports they are able to see.

Note: Users can be added to specific accounts or assigned to different roles on specific sub-accounts.

User details

Email address(es)

You can invite multiple users by separating them with a comma, space or press return.

Invite with **Administrator** v access to the following accounts [Remove role](#) 

Account user with full access

Invite with **Basic** v access to the following accounts [Remove role](#) 

Can send and view their own messages and replies. Unable to view other users' messages. Unable to edit contacts or templates and cannot export resources.

[Assign with another role to more accounts](#)

3. Click “**Send Invitation**” to the users that you have assigned. The user must accept the invitation in their email before they are able to login to the MessageMedia hub. If they do not have an account, they will be asked to create their account. If the user has a pre-existing account on MessageMedia, the user will be asked to login and will be able to see the new account added to their list of accounts.