How do I add permissions to manage Google My Business locations?

Tell Me

- The following steps should be completed after a location has been claimed. See this FAQ for instructions on claiming a location.
- webmaster-tools@uncc.edu should be added as an owner to locations. This would allow IT administrators to grant access to the location should the primary owners leave the university.

1. Go to business.google.com and sign in with your NinerNET username and password
2. Under Manage Locations, click the location that needs to have permissions added
3. Click Users from the left side menu

![Image of users menu]

4. A Manage Permissions box will open - click the Invite new users icon

![Image of inviting new users]

5. Type the name or email address into the + Add names or email addresses field

![Image of add new users page]
6. **Select** the appropriate role for the user you are adding

<table>
<thead>
<tr>
<th>Capability</th>
<th>Owner</th>
<th>Manager</th>
<th>Communications manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add and remove managers</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Remove listings</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit business info</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Respond to reviews</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Complete most other actions</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

If adding the **webmaster-tools@uncc.edu** as a user, choose the Owner role.

7. Click **Invite**  
8. Click **Done**

---

**Related FAQs**

- What is Google My Business?  
- How do I claim a location in Google My Business?  
- How do I add permissions to manage Google My Business locations?  
- Why would I want to claim a building in Google My Business?