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

IT Service Desk
Atkins Library
9201 University City Boulevard #140c
Charlotte, NC 28223-0001

Home
Posts
Info
Insights
Reviews
Messaging
Photos
Website

Users

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

5. Type the name or email address into the + Add names or email addresses field
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>
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<tr>
<td>Edit business info</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Respond to reviews</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Complete most other actions</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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</tbody>
</table>

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

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

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**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?