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](http://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

![Users menu](image)

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

![Invite new users](image)

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>
<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**

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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?