



Assign administrative roles to user accounts

SaaS Backup for Microsoft 365

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You can assign administrative roles to user accounts to grant administrative privileges to selected users for one or more services.

You can assign the following roles to users:

- **Global Tenant:** Grants administrative privileges to all services, storage target, and license updates (renewal/upgrade).
- **Exchange Administrator:** Grants administrative privileges to Microsoft Exchange Online only. Other services cannot be viewed or modified.
- **OneDrive Administrator:** Grants administrative privileges to Microsoft OneDrive for Business only. Other services cannot be viewed or modified.
- **SharePoint Administrator:** Grants administrative privileges to Microsoft SharePoint Online only. Other services cannot be viewed or modified.

Steps

1. Click the settings icon  next to your user ID in the top left of the screen.
2. Click **ACCOUNT SETTINGS**.
3. Click **ROLE MANAGEMENT**.
4. Click the  icon.
5. Enter the email address for the user you want to add.
6. Click the drop-down menu to select the role.
You can assign one or more roles to a user.
7. Click **Confirm**.

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