

Assigning an Admin Role for Office 365

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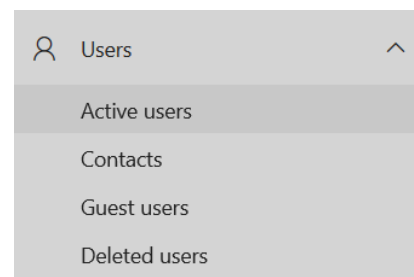
At times, you may want to allow another user to manage aspects of the Office 365 service for you. To achieve this, you will need to assign them an administrative role within Office 365. During user creation, you can grant the user an admin role, however you can also add a role to an existing user.

You should only assign a user a role that meets the minimum requirements for the access they need. A list of roles available can be found [here](#).

New administrator roles should be added by an existing Global Admin.

Add an Admin Role to a User

1. Log into your Microsoft 365 Admin Center: <https://admin.microsoft.com>
2. Go to 'Users > Active Users' on the left-hand menu
3. Select the user you want to grant a role to
4. Under Roles, select **Manage Roles**
5. Unselect **User (no administrator access)**
6. Tick the checkbox next to the role you want to assign
7. Press **Save changes**



Roles

No administrator access

[Manage roles](#)

User (no administrator access) ⓘ

Global admin

You should have at least two global admins in your organization, in case you need to reset another global admin's account. For all other admins, assign them limited admin roles.

Global administrator ⓘ

Users and groups

Helpdesk administrator ⓘ

Service administrator ⓘ

User management administrator ⓘ

Billing

Billing administrator ⓘ

It may take a short while for the administrator options to appear for the user

