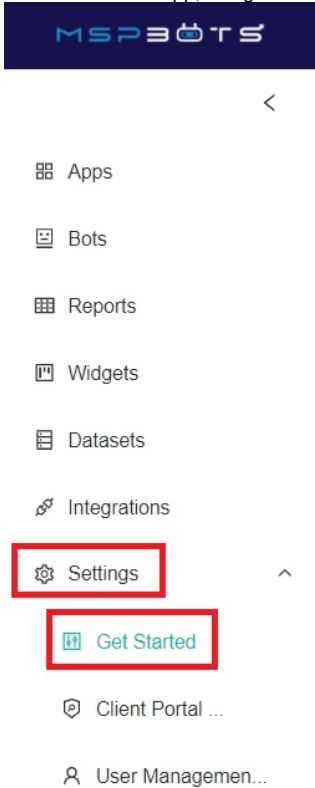


How to Grant Admin Access to Accounts in the MSPBots app

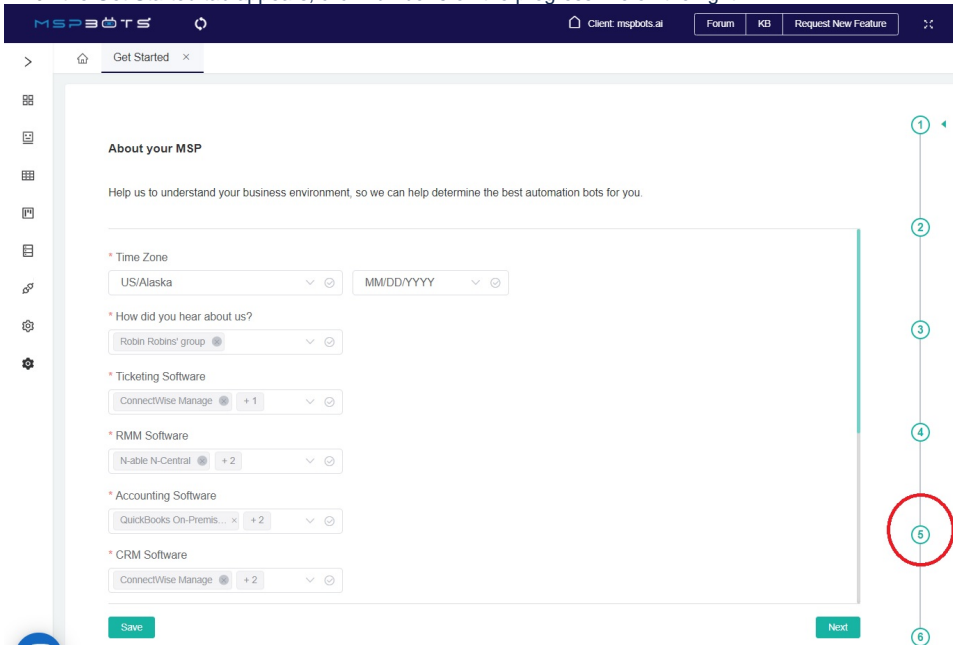
Management tasks can be shared by assigning administrator privileges to other users in the MSPbots app.

To add admin accounts:

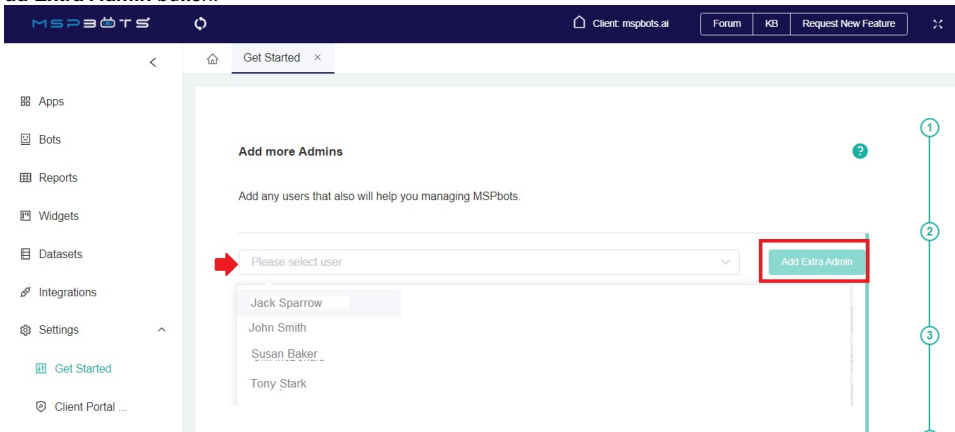
1. On the MSPbots app, navigate to **Settings** then click the **Get Started** button.



2. When the Get Started tab appears, click number 5 on the progress line on the right.



3. When the Add more Admins screen appears, click on the **Please select user** field and select the name that needs admin access. Then click the **Add Extra Admin** button.



Note: To remove admin access from a user, simply click the [x] mark next to the username.

If you are having issues with adding an admin, reach out to support@mspbots.ai.
To get started, [LOGIN](#) to your account. No account yet? [SIGN UP](#) now!