|  |
| --- |
| Setting up admin accounts in Google Workspace |

# Setting up an administrator account in Google Workspace

## How to set up an additional administrator account for Google Workspace

You can assign any user an admin role, giving them access to additional management control. See [Make a user an admin – Google Workspace Admin Help](https://support.google.com/a/answer/172176?hl=en)

1. Sign in to your [Google Admin console](https://support.google.com/a/answer/182076) using an administrator account.
2. In the Admin console, go to **Directory > Users**.
3. Select the user you want to assign an admin role to.
4. Click **Admin roles and privileges**.
5. Next to the**Super Admin** role, click the slider so it's marked **Assigned**. If other administrator roles are available, you can click the slider to assign another role instead.
6. Click **Save**.

**Important:** Get the new administrator to [add recovery options to their account](https://support.google.com/a/answer/3033063).

## Application administrator accounts

Each application has its own process for creating administrator accounts. For each application, follow these principles:

* Never use administrator accounts for daily activity. Someone who has an admin account should have a separate account for day-to-day activities.
* Don’t enable email for administrator accounts. This isn’t always possible, but as a high number of threats originate through email, it’s best practice to not enable email for admin accounts.
* Administrator accounts should have complex passwords and multi-factor authentication (MFA).
* Monitor usage of administrator accounts.