Managing role-based account access

SaaS Backup For Office 365

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Managing role-based account access

Assigning administrative roles to user accounts

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**.

Updating administrative roles assigned to user accounts

If an update is made to a user's administrative roles, the user is automatically logged out of SaaS Backup for Office 365. When the user logs back in, administrative role updates are reflected in the user's account.

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 **Update User** next to the user name that you want to update.
5. Click the drop-down menu to select the role.
   You can assign one or more roles to a user.
6. Click **Confirm**.

Deleting all administrative roles from a user account

If all administrative roles are deleted from a user's account, the user is automatically logged out of SaaS Backup for Office 365.

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 **Delete User** next to the user name that you want to remove.
5. Click **Yes**.

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