



Updating administrative roles assigned to user accounts

SaaS Backup For Office 365

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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**.

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