Zoho Corporation

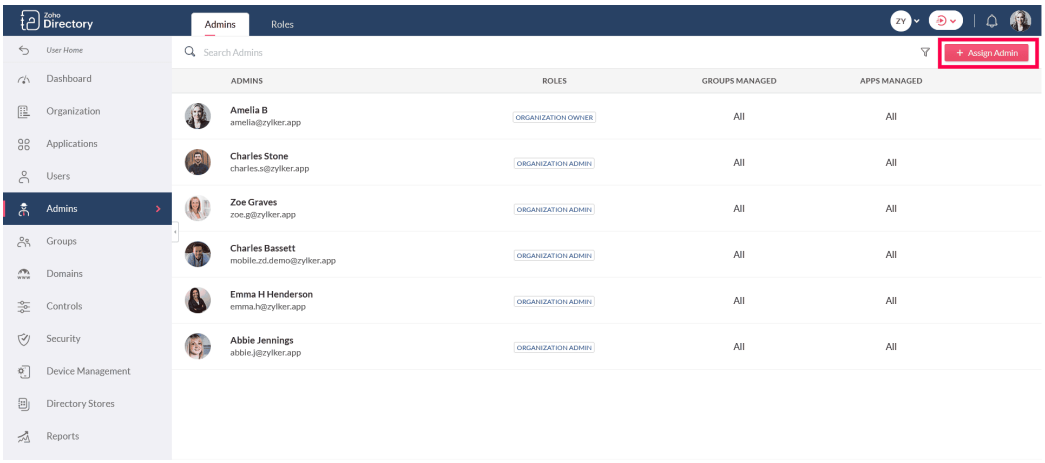
Assign admins

Prerequisites

Role required to perform this action: Organization Owner or Organization Admin

In the web application:

1. Sign in to Zoho Directory, then click **Admin Panel** in the left menu.
2. Go to *Admins*, then click **Assign Admin** in the top-right corner.

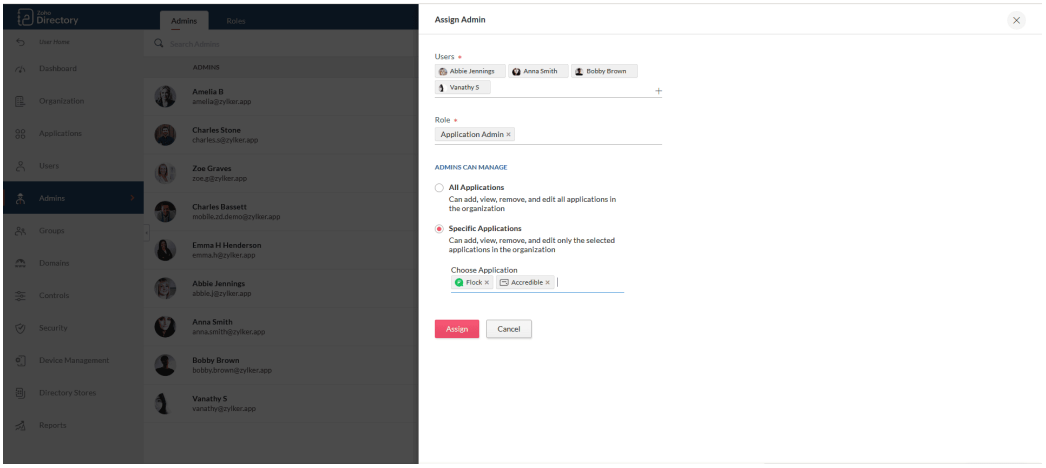


3. Select the users and their roles. If you have multiple users to select, click + , then click **Select Users** or click **Attach File** to upload the required file with the users list.

> **Note**: The file should be in the format .csv and each file can have maximum of 50 users. The users list should be in the form of email addresses.

4. Under *ADMINS CAN MANAGE*, select what applications and groups you want the admin to manage.

> **Note**: The options you get under *ADMINS CAN MANAGE* depend on the role that you select.



Note: If you select *Specific Applications* or *Specific Groups*, you can choose the required applications/groups under *Choose Application* or *Choose Group*. To select groups from the list of all available groups in your organization, click and select the required groups.

5. Click **Assign**.