



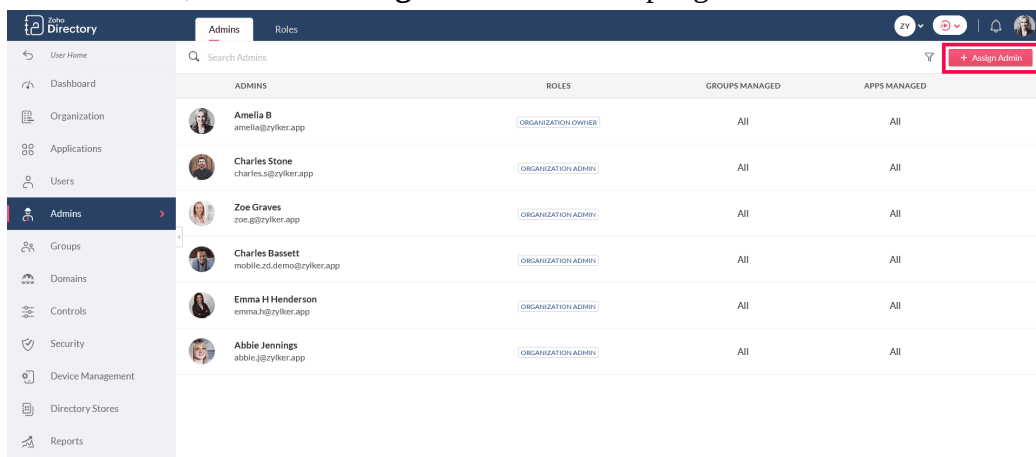
Assign admins







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.




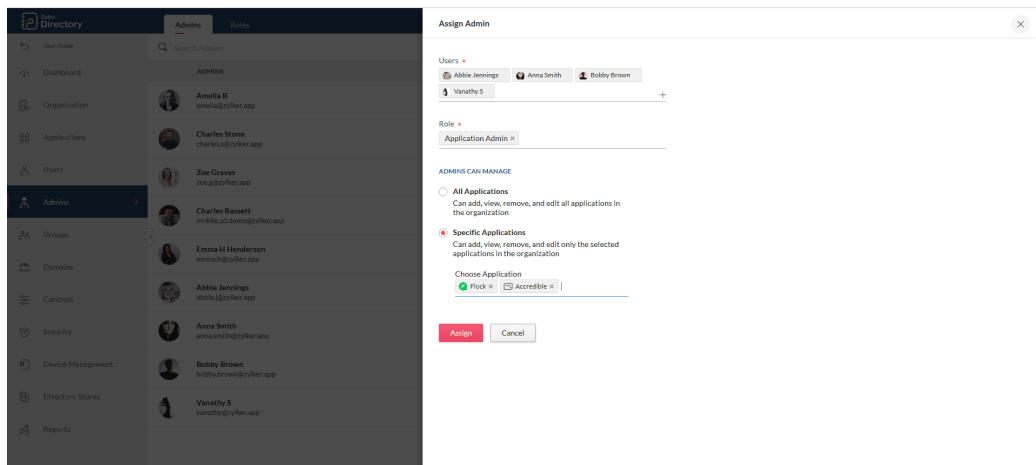
ADMIN	ROLES	GROUPS MANAGED	APPS MANAGED
 Amelia B amelia.b@zyklr.app	ORGANIZATION OWNER	All	All
 Charles Stone charles.s@zyklr.app	ORGANIZATION ADMIN	All	All
 Zoe Graves zoe.g@zyklr.app	ORGANIZATION ADMIN	All	All
 Charles Bassett mobile.cs.demo@zyklr.app	ORGANIZATION ADMIN	All	All
 Emma H Henderson emma.h@zyklr.app	ORGANIZATION ADMIN	All	All
 Abbie Jennings abbie.j@zyklr.app	ORGANIZATION ADMIN	All	All



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**.