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Australia

Wordpress - How To...

Add New Users To Your Account

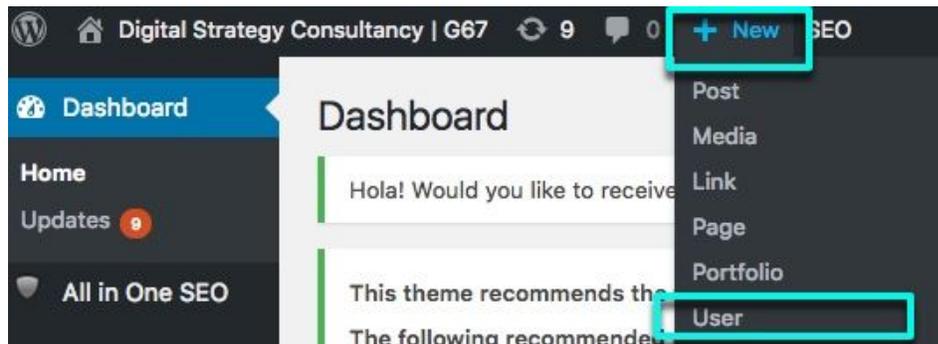
If you are working with a 3rd party consultant or agency for your digital marketing, it's likely that they will require access to your Wordpress account in order to complete their job. Adding a new user to Wordpress is simple, just follow the steps below.

Step 1

Sign into your Wordpress account.

Step 2

Click "New" and then "User" in the top Navigation:



Step 3

Provide a username and type in their email address which they will use to login in future.

Step 4

Click “Show Password” to show the system generated password for the user. You can make a note of this on their behalf.

Step 5

Make sure the checkbox to “send the user email notification” is checked.

Step 6

Select the type of user account you would like to grant. An Administrator can do absolutely everything within Wordpress, an Editor can manage all content (regardless of whether they created it or not), an Author can edit their own content and a Contributor can edit their posts but is not able to publish them.

In most instances it is likely you will need to grant your 3rd party consultant Administrator access to do things like: setting up new SEO plugins, associating AdWords remarketing codes with your website and setting up Google Analytics. You can revoke this user access at a later date should you wish to.

About Us

We provide digital strategy and training to small businesses. We help our clients to understand the digital landscape, show them the areas to focus on that will give them the highest impact to their revenue and give them back the gift of time by doing the thinking and writing the strategy for them.

If you would like some assistance in developing your digital strategy, get in touch with us.

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