



Sydney, NSW 2010  
Australia

# Google Search Console - 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 Google Search Console account in order to complete their job. Adding a new user to Search Console is simple, just follow the steps below.

### Step 1

First off, you need to make sure you have your Search Console account setup, which you can do using the following steps. Make sure you are an Administrator of your Google Analytics account before beginning this step:

1. Sign in to [Search Console](#) with your Google account. If you don't have a Google account, you'll need to create one.
2. Once you sign in, click on 'Add A Property'.
3. Select the type of property you wish to add from the drop-down menu (Website OR Android App)
4. Type in the URL/address (e.g. [www.example.com](http://www.example.com)) of the website and click "Add"

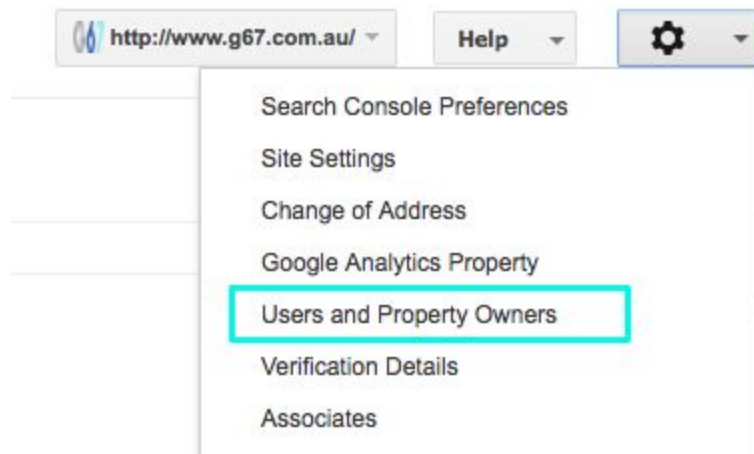
## Step 2

You will now need to verify that you are the owner of the site. The easiest way to do this is by using the Google Analytics verification method. To use this method you must already have Google Analytics enabled on your website.

Google will guide you through this process step by step.

## Step 3

Now that you are signed into Search Console, select the site you just added and click the 'gear' icon in the top right hand corner. Scroll down to "Users & Property Owners":



## Step 4

Click the red "+ADD USER" button and type the email address of the user you wish to add and select the user type from: Restricted or Full.

You are best to select "Full User" to allow your consultancy partner to perform the tasks they need to.

## Step 5

Click "Add".

## 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.

E: [info@g67.com.au](mailto:info@g67.com.au)

W: [www.g67.com.au](http://www.g67.com.au)

P: 02 8006 6895