

How to Assign User Roles

<https://campus.barracuda.com/doc/43222794/>

When you click the **Roles and Users** node the list of users in the ArchiveOne Users group displays. If a user has been explicitly assigned a role, that role displays in the **Roles** column. If a user is using the default role, **Default** and the default role name display in the **Roles** column.

To assign a role to a user,

1. On the Archive server, open the ArchiveOne Admin console.
2. Click the **Roles and Users** node, right-click **Users**, and click **Add User**.
3. Enter the user name, and click **OK**, or click **Check Name** to find an existing user name.
4. Right-click on the user, click **Change role**, and then select the desired role from the list.
5. Click **OK**.

To change the default role, see [How to Add and Delete Roles](#).

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