

# Manage Admin Roles in Mimecast

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In order to ensure only users who need it have access to the Administration Console, you must first assign a user an admin role. The role assigned also defines what changes that user can make.

Mimecast provides several default roles for you to choose from. It is also possible to create custom roles should the need arise.

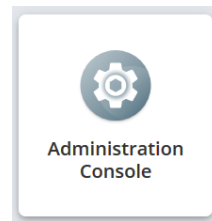
Only the Super Administrator of the account can assign a role with Protected rights.

## Assign a Role

1. Log into your Mimecast

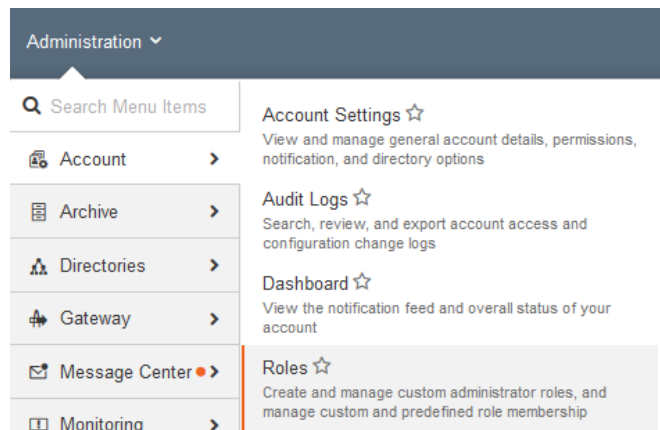
Account at

<https://login.mimecast.com>



2. Select Administration Console

3. Go to 'Administration > Account > Roles'

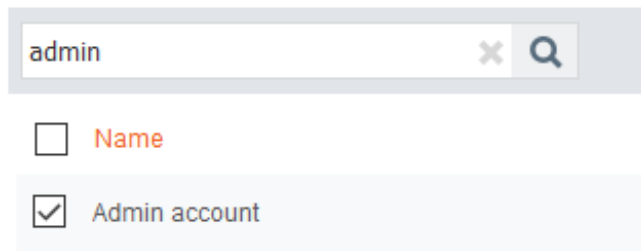


4. Click into the Role you want to assign

Add User to Role

5. Select **Add User to Role**

6. Search for and tick the checkbox next to each user to add



The screenshot shows a search interface. At the top is a search bar containing the text "admin". To the right of the search bar are two icons: a small "x" for clearing the search and a magnifying glass for search. Below the search bar is a list of search results. The first result is "Name" with an unchecked checkbox. The second result is "Admin account" with a checked checkbox.

Checkbox	User Name
<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Admin account

7. Press **Add Selected Users**