

Add New User to Google Workspace

14 Steps

Created by

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Creation Date

November 17, 2022

Last Updated

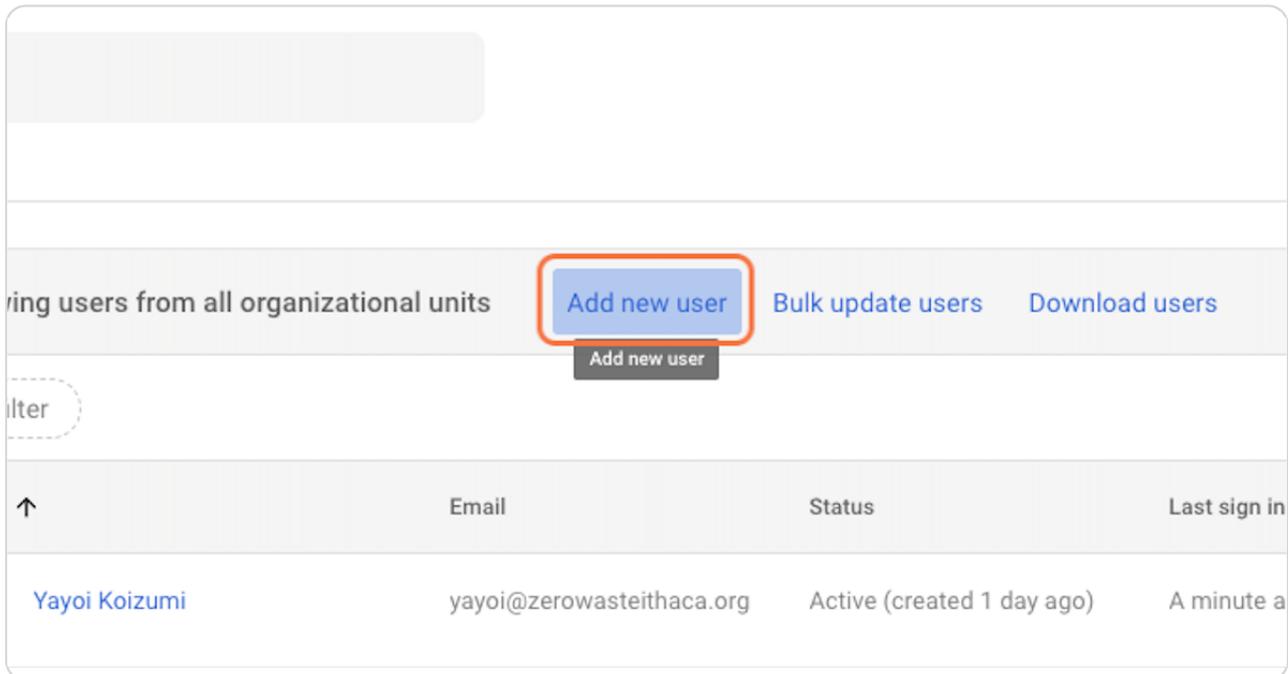
November 17, 2022

STEP 1

Go to User List in the Google Admin Console

STEP 2

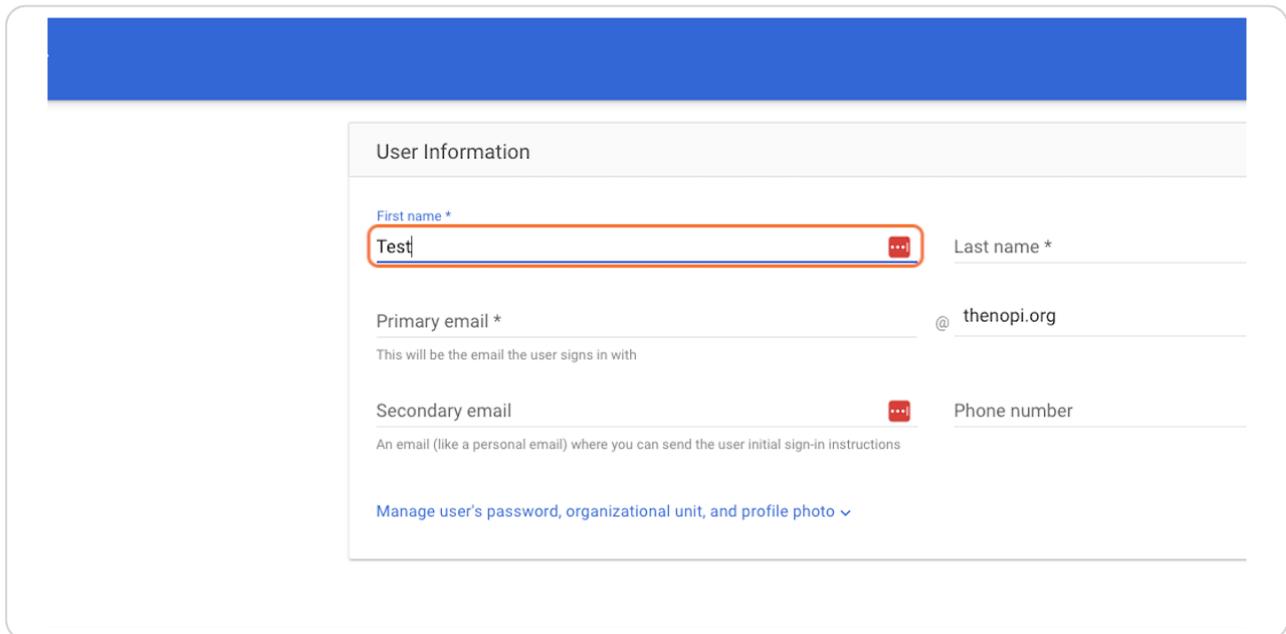
Click on Add new user



STEP 3

Enter the user's First Name, Last Name, and Primary Email

Primary email is the user's work email address.



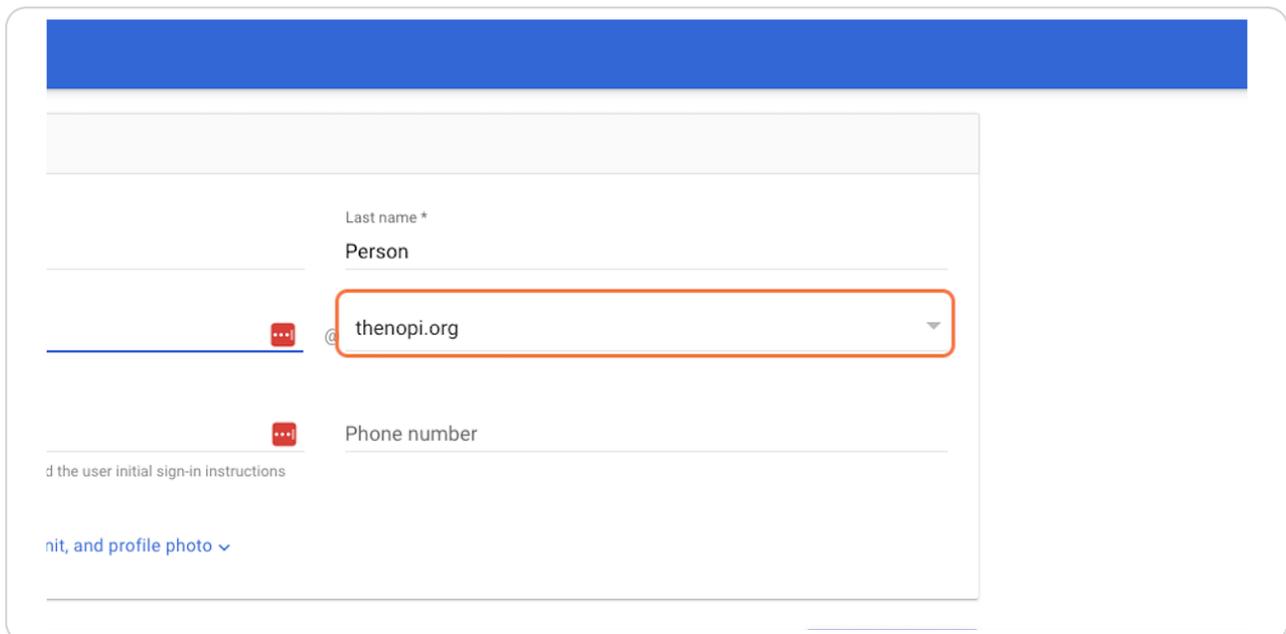
The screenshot shows a 'User Information' form with the following fields:

- First name ***: A text input field containing 'Test', highlighted with a red border.
- Last name ***: A text input field.
- Primary email ***: A text input field containing '@ thenopi.org'. Below it is the text: 'This will be the email the user signs in with'.
- Secondary email**: A text input field. Below it is the text: 'An email (like a personal email) where you can send the user initial sign-in instructions'.
- Phone number**: A text input field.

At the bottom of the form, there is a link: [Manage user's password, organizational unit, and profile photo](#) with a downward arrow.

STEP 4

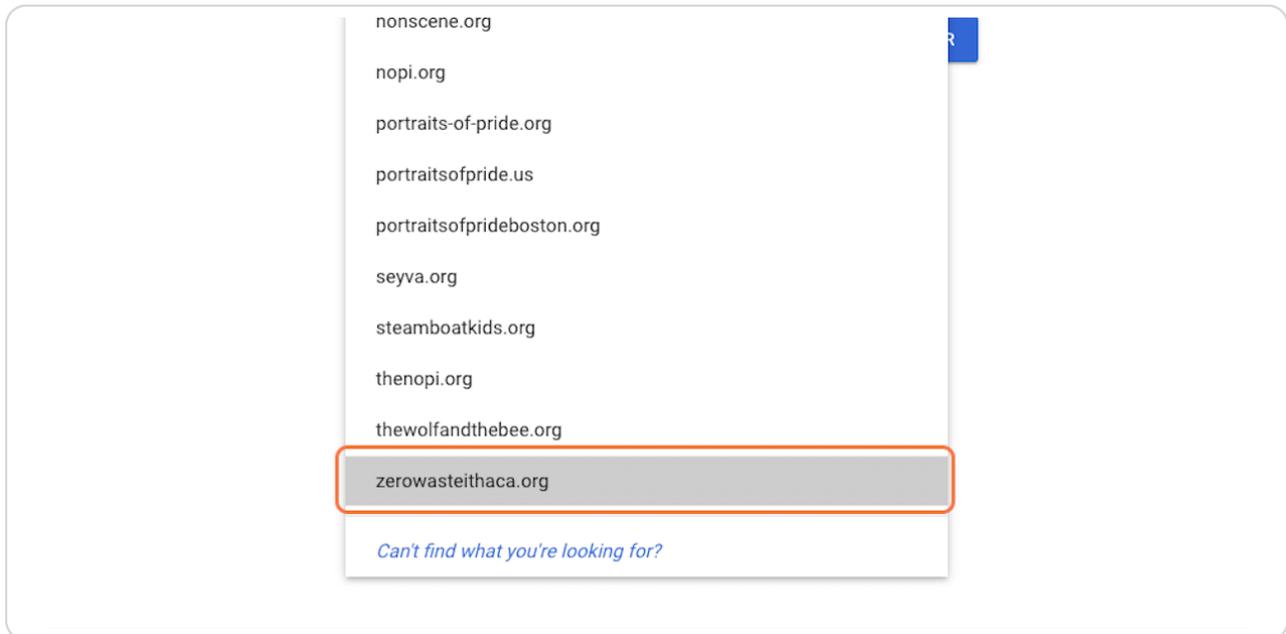
Click on the domain drop-down next to Primary Email



The screenshot shows a close-up of the 'Primary email' field. The domain 'thenopi.org' is selected in a drop-down menu, which is highlighted with a red border. The text '@' is visible to the left of the domain. Below the domain field, the text 'd the user initial sign-in instructions' is partially visible. At the bottom, the link 'nit, and profile photo' with a downward arrow is also visible.

STEP 5

Select the correct domain for your organization



A screenshot of a dropdown menu for selecting a domain. The menu is open, showing a list of domain options. The option 'zerowasteithaca.org' is highlighted with a grey background and an orange border. Below the list is a link that says 'Can't find what you're looking for?'.

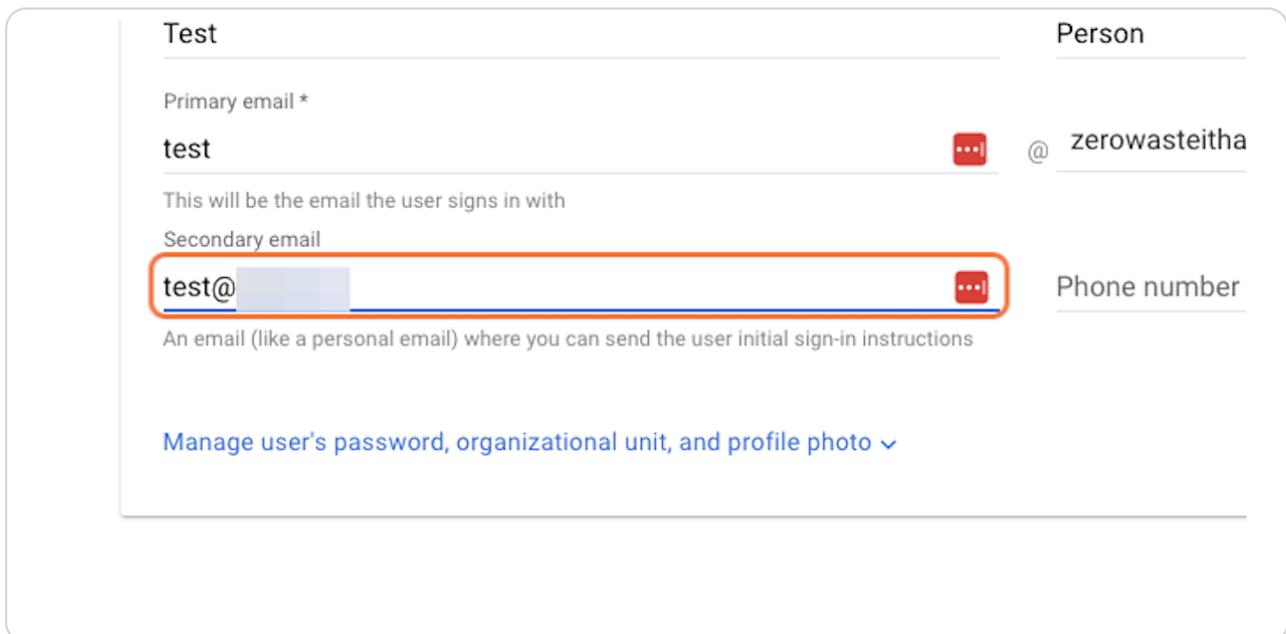
- nonscene.org
- nopi.org
- portraits-of-pride.org
- portraitsofpride.us
- portraitsofprideboston.org
- seyva.org
- steamboatkids.org
- thenopi.org
- thewolfandthebee.org
- zerowasteithaca.org**

[Can't find what you're looking for?](#)

STEP 6

Enter the user's secondary email

This should be a personal, non-work-related email.



A screenshot of a user profile form. The form is titled 'Test' and 'Person'. It has two email fields. The first field is labeled 'Primary email *' and contains the text 'test' followed by a red three-dot menu icon and an '@' symbol. The second field is labeled 'Secondary email' and contains the text 'test@' followed by a greyed-out domain name, a red three-dot menu icon, and a blue underline. Below the 'Secondary email' field is a description: 'An email (like a personal email) where you can send the user initial sign-in instructions'. At the bottom of the form is a link: 'Manage user's password, organizational unit, and profile photo v'.

Test **Person**

Primary email *

test ⋮ @ zerowasteitha

This will be the email the user signs in with

Secondary email

test@ [blurred] ⋮

An email (like a personal email) where you can send the user initial sign-in instructions

[Manage user's password, organizational unit, and profile photo v](#)

STEP 7

Click on Manage user's password, organizational unit, and profile photo

Secondary email
test@gail.com 

An email (like a personal email) where you can send the user initial sign-in instructions

Organizational unit* 
thenopi.org 

 **UPLOAD PROFILE PHOTO**

Password

Automatically generate a password
You'll be able to view and copy the password in the next step

Create password

CANCEL ADD NEW

STEP 8

Click on the pencil icon next to Organizational unit

or signs in with

 Phone number

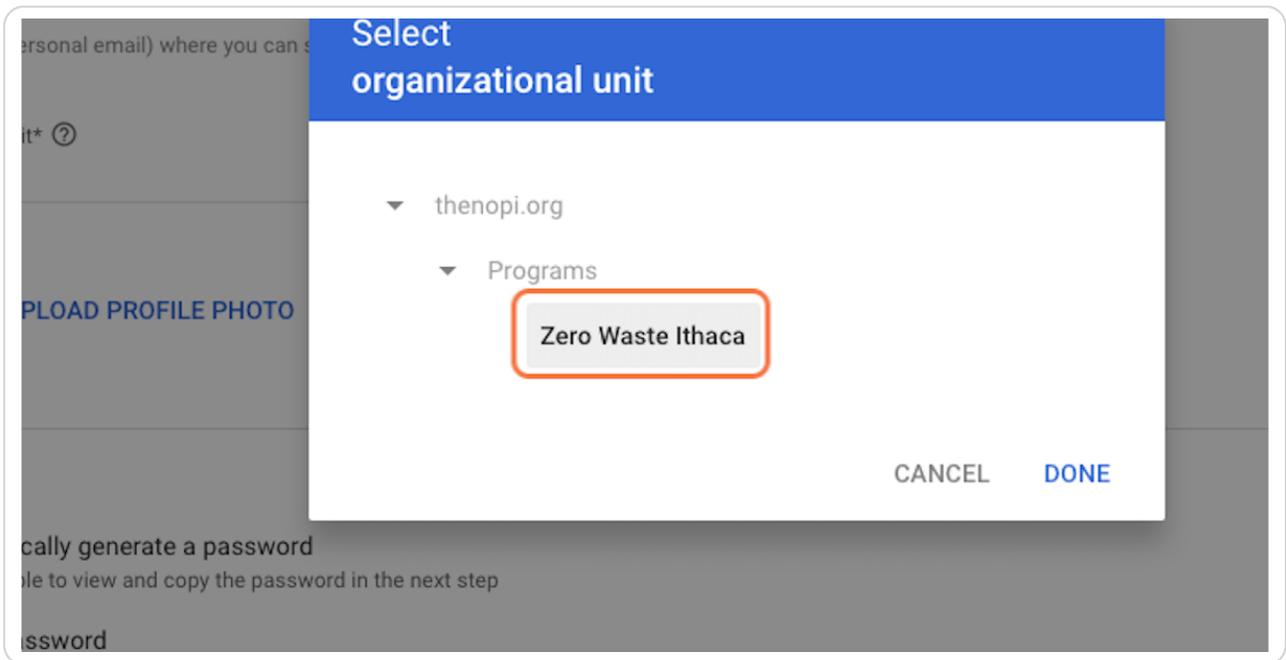
ail) where you can send the user initial sign-in instructions



ROFILE PHOTO

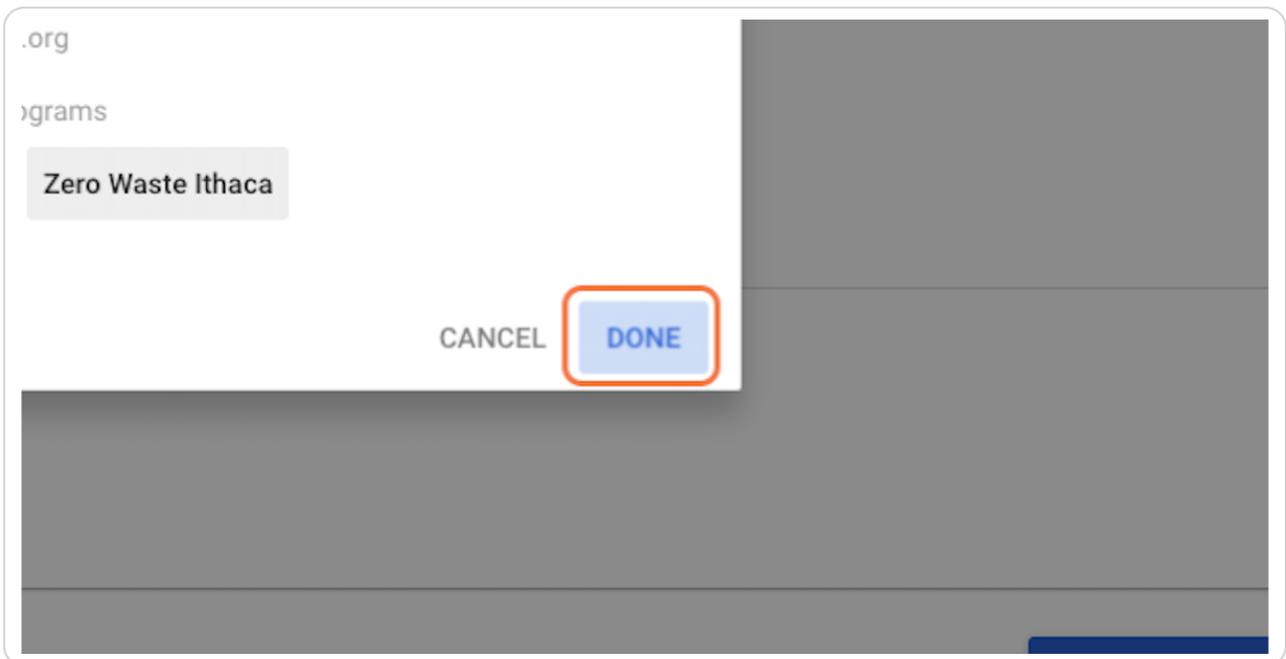
STEP 9

Select thenopi.org > Programs > Your Org's Name



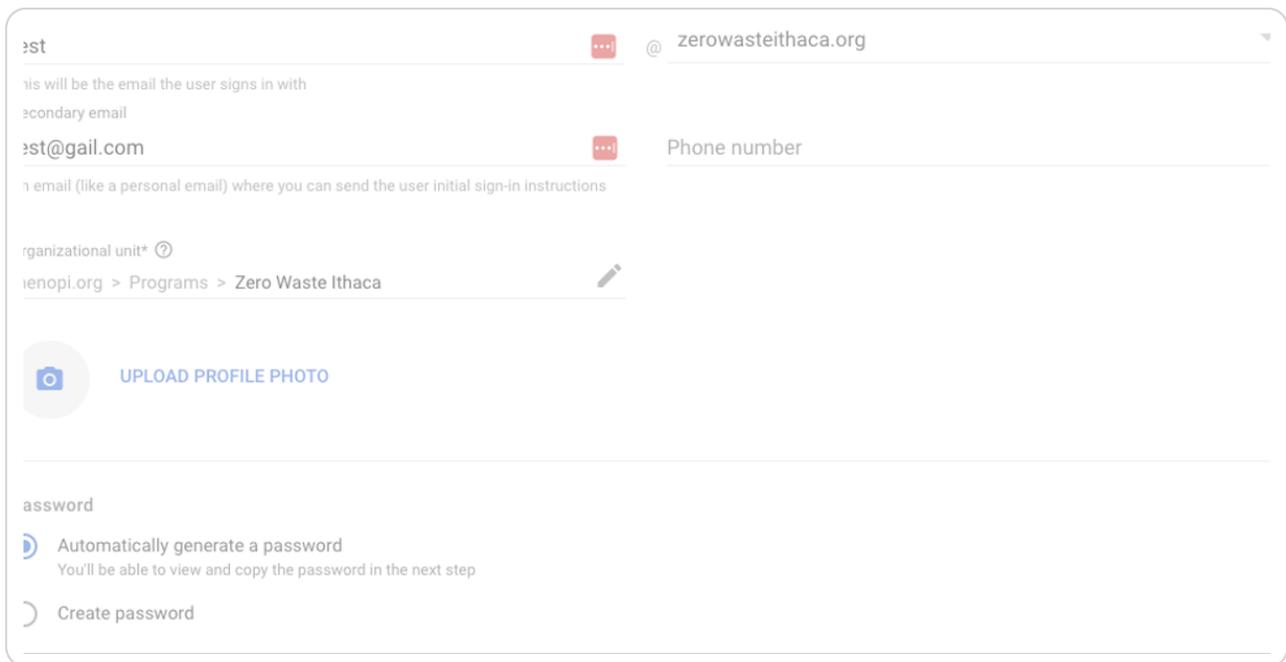
STEP 10

Click on DONE



STEP 11

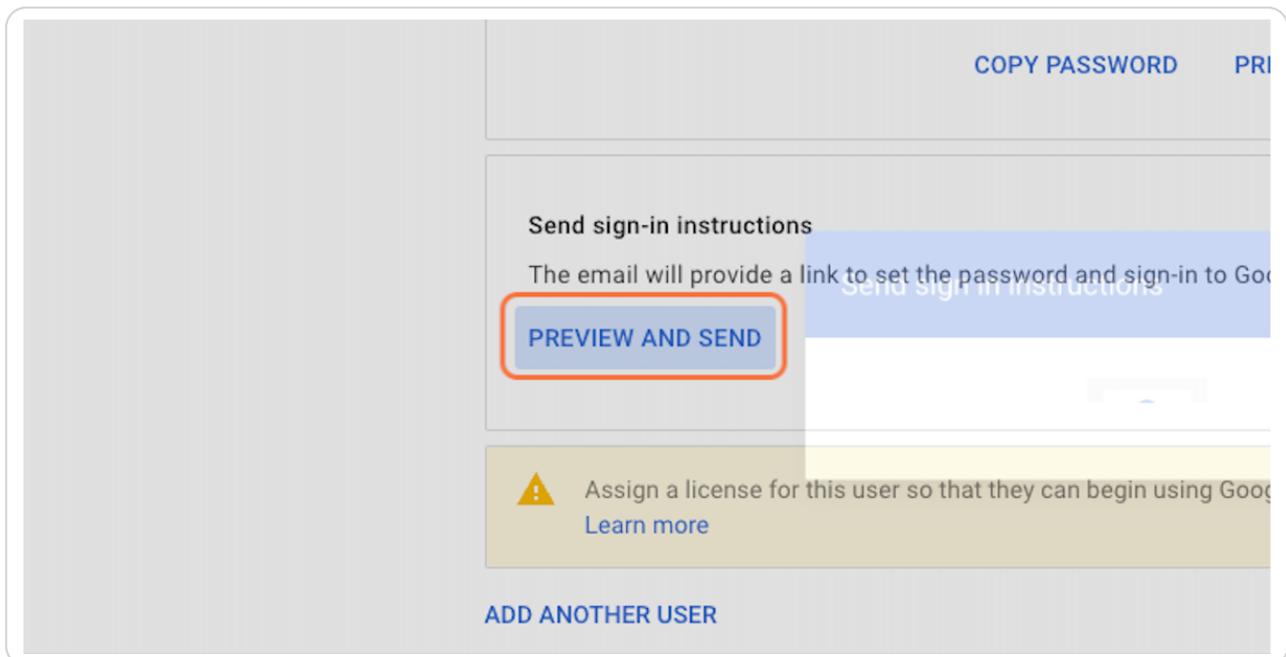
Click on ADD NEW USER



The screenshot shows the 'ADD NEW USER' form in Google Admin console. At the top, the user's email is 'jst' and the domain is 'zerowasteithaca.org'. Below this, there are fields for 'Primary email' (jst@gmail.com) and 'Secondary email'. A 'Phone number' field is also present. The 'Organizational unit' is set to 'nenopi.org > Programs > Zero Waste Ithaca'. There is an 'UPLOAD PROFILE PHOTO' button with a camera icon. Under the 'Password' section, there are two radio button options: 'Automatically generate a password' (selected) and 'Create password'.

STEP 12

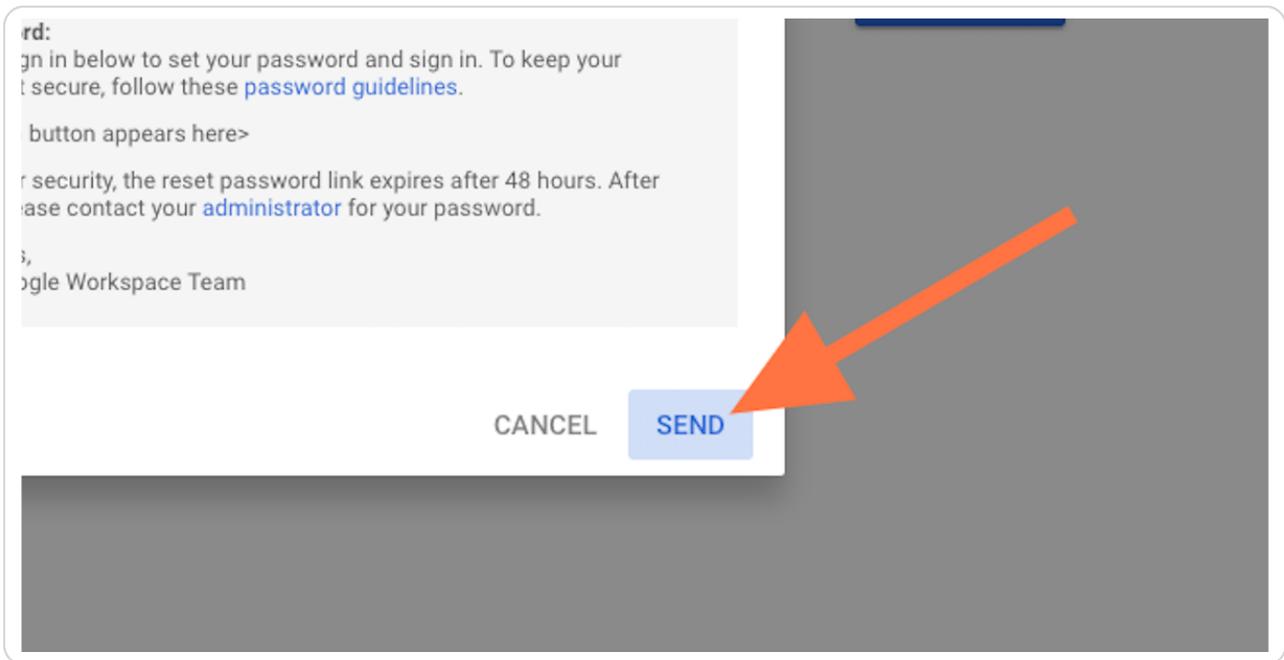
In the next window Click on PREVIEW AND SEND



The screenshot shows the 'Send sign-in instructions' confirmation screen. At the top right, there are links for 'COPY PASSWORD' and 'PREVIEW AND SEND'. The main heading is 'Send sign-in instructions'. Below it, a message states: 'The email will provide a link to set the password and sign-in to Google'. A blue button labeled 'PREVIEW AND SEND' is highlighted with a red border. At the bottom, there is a yellow warning box with a triangle icon and the text: 'Assign a license for this user so that they can begin using Google'. Below the warning box is a link 'Learn more'. At the very bottom, there is a blue link 'ADD ANOTHER USER'.

STEP 13

Click on SEND



STEP 14

Click on DONE

