Thêm tài khoản cho người dùng mới

Thiết lập người dùng · https://gcs.vn/kho-tai-nguyen/google-workspace-admin-center/them-tai-khoan-cho-nguoi-dung-moi/

For organizations with Google Workspace or Cloud Identity

Before people can sign in and use your organization's Google services, like Google Workspace or Cloud Identity, they need a user account. The easiest way to add user accounts is to add them individually in your Google Admin console.

To add multiple users at the same time, go to Add users in bulk.

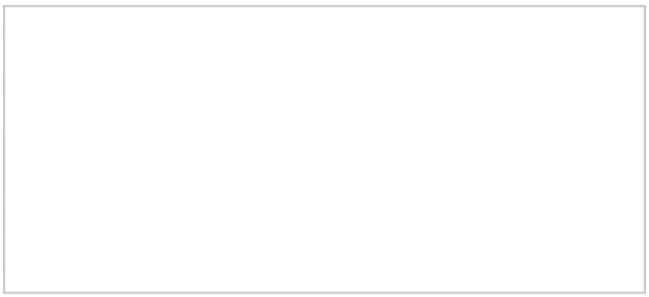
Before you begin

- **(Annual Plan customers)** Before you add users, you might need to add licenses to your account. Learn how to get more licenses.
- **(Flexible Plan customers)** Adding user accounts automatically increases your monthly payment.
- **(Google Workspace Business edition customers)** You can add a maximum of 300 users. There’s no maximum user limit for Enterprise plans.
- To create a user account, you're only required to have the person’s first and last name.
- Get a personal or secondary email address from the person you will be inviting to your organization’s Google Workspace or Cloud Identity account, so they can receive sign-in instructions at this second address.

Important: Avoid sharing an account among users. Having multiple people use the same account, like name@example.com, can cause problems. Instead, each account should be accessed by only one user. For more information, go to Avoid sharing an account among users.

Thêm Heading của bạn tại đây

You're seeing steps for adding users to your account at hvn.com.vn.



1. Your current account, might not have permission to do these steps. To continue, make sure you're signed in to an administrator account. Learn more
2. In the Admin console, go to Menu ""and then"" Directoryand thenUsers.
3. On the left, under All organizations, select the organizational unit to which you want to add the user. (You might need to clickand thento show the organizational units.)
4. At the top of the page, click Add new user.
   Add new user is selected at the top of the users table.
5. Add account information (visible in the Admin console and Gmail contacts):
   - First and last name
   - Primary email—The Admin console suggests a username that's different from any existing usernames in your domain. You can accept the suggested name or change it.
   If your organization has more than one domain, click the Down arrow "" next to the field to the right of the @ sign and choose a domain.
   - (Optional) Secondary email—This is the email address where the new user receives their new account details. If the user doesn’t have another email address, you can enter your own address to capture the information for forwarding later.
   - (Optional) Phone number
6. (Optional) To add password, organizational unit, and profile information, click Manage user’s password, organizational unit, and profile photo.
   - (Optional) Organizational unit—If your users are grouped in organizational units, click Edit ""and thenselect the one to which you want to add the userand thenclick Done.
   - (Optional) Profile photo—To add a photo for the user, click Upload Profile Photoand thenselect and open the photo file. If you don’t have a photo now, you can add one later.
   - Password—To create a password, choose one of these options:
   Automatically generate a password.
   Note: If you choose this option, the password is longer than the required minimum or the minimum password length set for your domain.

Create password.

Note: Password minimum length is 8 characters. See our password guidelines for tips on creating a strong password. To view the password, click "".

(Optional) To require the user to change this password the next time they sign in, select Ask user to change their password when they first sign in.

7. Click Add New User. The New user added window opens.

   Notes:

   If the new account's primary email address matches an existing Google Account, you might be prompted to fix the conflict before you can add the user. Learn more about conflicting accounts.

   Depending on your Google Workspace subscription, you may see licensing information about the new user at the bottom of the screen.
8. To send the user their password, such as in a Google Chat conversation or to their secondary email address, click Copy Password.
9. To send account information to the user, click Preview And Send.

   Note: If you entered a secondary email address for the new user, it appears automatically in the Email field. Use the secondary email, or update it to another email, then click Send to send the new user their sign in info.
10. To finish, click Done.

It can take up to 24 hours for Google services to be available to the new user. If the user attempts to use a service that's not yet available, they'll see a message that they don't have access to it.

After you add the user

When you’re done, the new user can sign in to your organization's Google products and services, such as Gmail or Drive.

Welcome email

If you emailed the user their account information, they get a welcome message that explains how to sign in. This message includes a link to reset their password, which expires in 48 hours. If the link expires, you'll need to reset the user's password. For details, go to Reset a user's password.

Other user settings

To set other user settings, click the user's name in the Users list. For example, you can:

- Add other profile information for the user, such as employee information and custom attributes.
- Assign administrator roles to the user.
- Omit the user's information from your Directory.

  It can take up to 24 hours for new user accounts to appear in the searchable Directory.

Related topics

- Delete or remove a user from your organization
- Make a user an admin
- How licensing works
- Billing and payments