

Sharing a Google Analytics Account [EN]

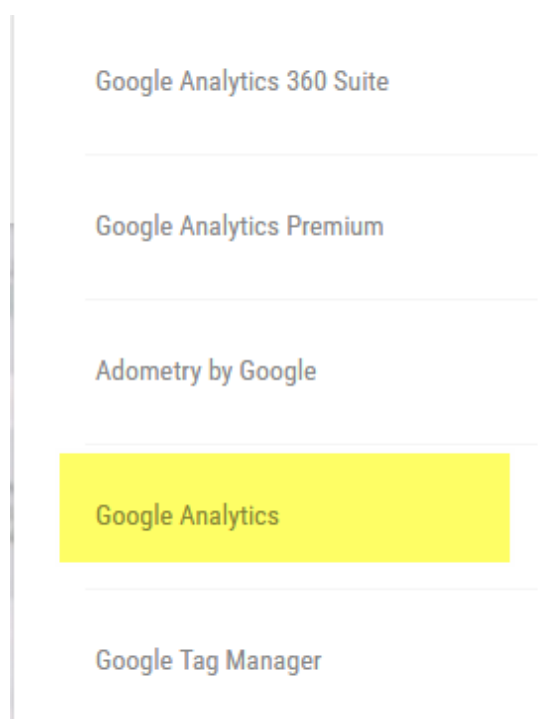
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PDF Version for Sending

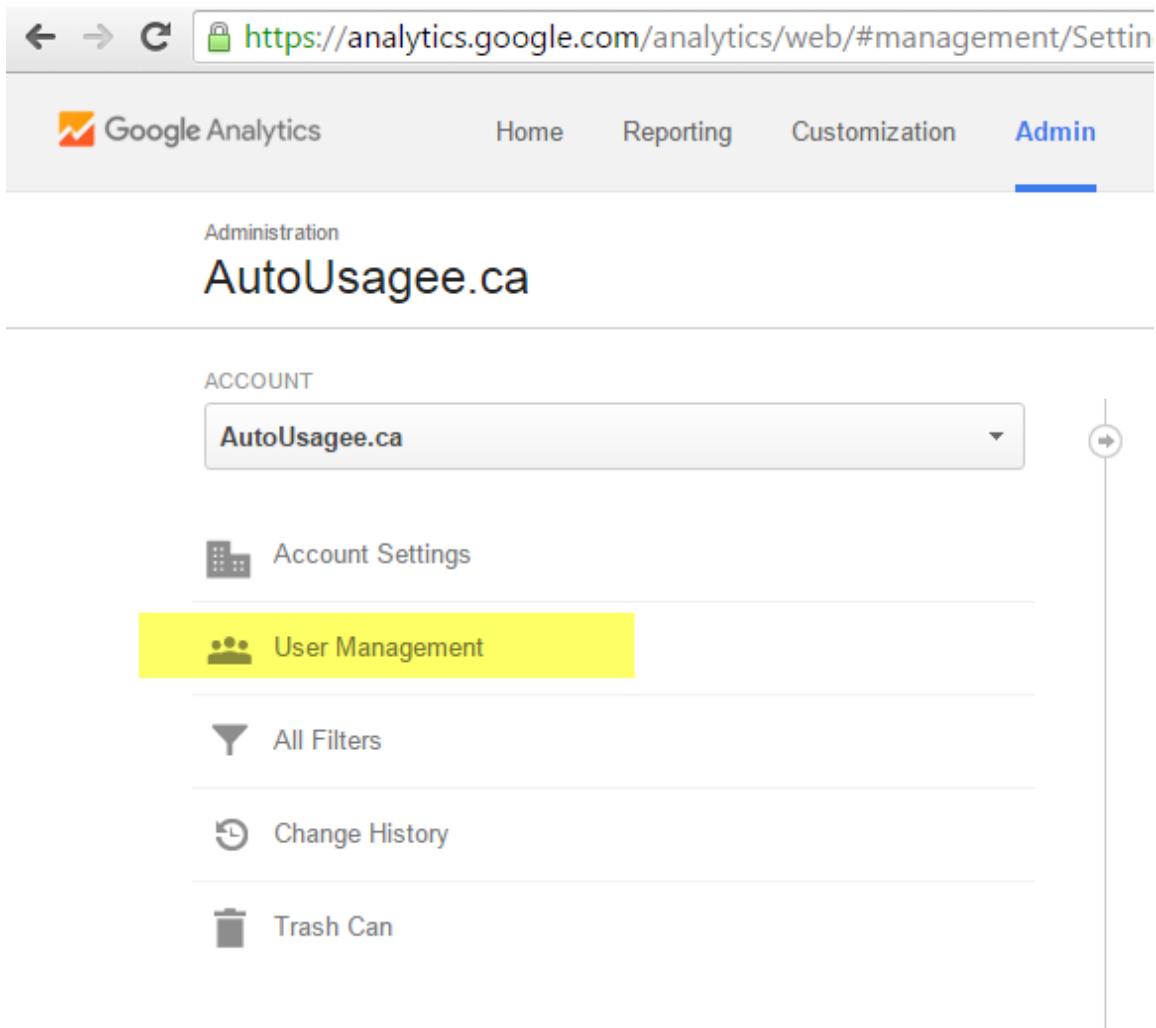
[Click here](#)

Web Version

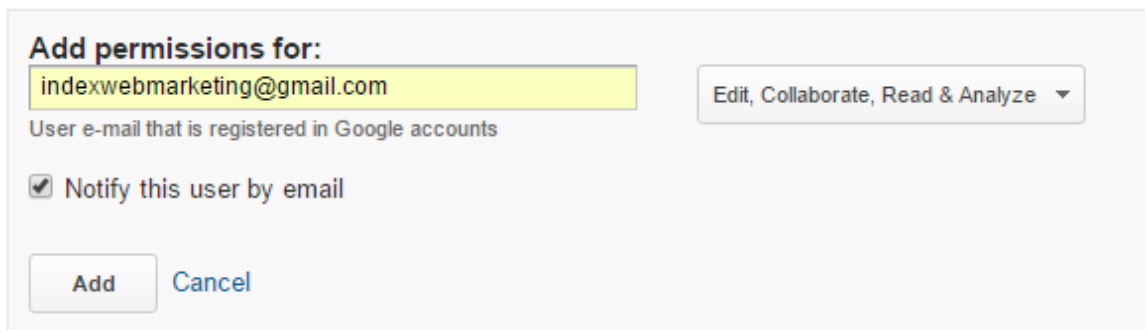
1) Connect to your Google Analytics account using <http://google.com/analytics> and click on the right at the top of the screen to select the Google Analytics product.



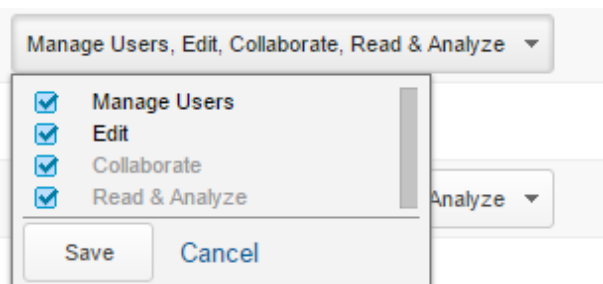
2) Go to the account you want to share and, in *Admin*, select the account to be transferred.



3) Click on *User Management*, then in the field labeled *Add permissions for* enter `indexwebmarketing@gmail.com` and check the box that says “Notify this user by email.”



4) Check 4 boxes (Edit, Collaborate, Read & Analyze). Sometimes, we also need permission for “Manage Users.”



5) Click the *Add* button. Congratulations! You have successfully shared a Google Analytics account!