

Internal Users

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Exciting news! Our ConnectBooster Support documentation is moving to a new location. Be sure to bookmark the new link below.

<https://help.cb.kaseya.com/help/Content/0-HOME/Home.htm>

Grant access to other team members

Navigate to Configurations --> Internal Settings --> **Internal Users**

Steps to add another employee for access into the system:

1. Click Add User.
2. Enter a name.
3. Enter an Email address.
4. Select an Employee Profile. Default will be "(Revoke Access)" or no access.
5. Enter in a password.
6. Mark Default User if you want this user ID to be included in notifications sent to the Default Contact group.

Add User

Name

Email

Profile

Default User

Cancel

* indicates a required field

Once the login has been created and saved, an Email button will be enabled where you can choose to send a Welcome Email or a Password Reset Email.

demo@example.com



Name

demo@example.com

Email

demo@example.com

Default Contact

Employee Profile

(Revoke Access) ▼

Delete

Email