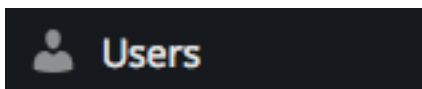# Introducing Users

The Users section is where you can add and delete users, as well as edit their user privileges. This is extremely helpful if you have other users working on your website, whether it be writing content for you or developing the site further. To access the Users area, click **Users** from the menu on the left-hand side.

Before you start creating users, let's have a look at the various roles that you are able to assign to users of your website.

- **Administrator**
  Administrators have complete control over the WordPress site. They can perform all tasks in the WordPress dashboard, they have complete control over content, and they can do things like change themes, add plugins, etc.

- **Editor**
  The role of the Editor is very much the same as it would be with a magazine. They can control all content and moderate comments. However, they can't change the appearance, add any plugins, etc.

- **Author**
  The Author can publish, edit or delete their own posts and upload their own media. However, they cannot access material created by other users. They are also unable to create or delete pages.

- **Contributor**
  Contributors can write and edit their own posts. However, the posts will need to be approved by an Administrator or Editor before being published.

- **Subscriber**
  This is the default role for all new user signups. Subscribers can read content and post comments but have no other privileges.

Adding Users

1 To add a new user, start by clicking **Users** > **Add New**
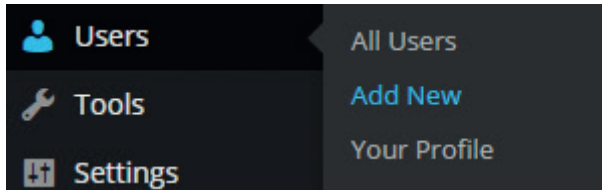
2 You will be presented with a form to fill out for the user. Create a username for the new user, which they will log in with; also add in their email address, first name, last name, website, and a password. You can choose to send the login details to the user by checking the box

3 Make sure you select the role from the drop-down box

4 Finally, click **Add New User**. The user can now log in to WordPress using the same login address (**www.yourdomain.com/wp-admin/**)

Hot tip

WordPress will suggest a strong password for you, but you can choose anything you like. However, if you choose a weak password, then WordPress will prompt you to check a box to confirm the use of a weak password.
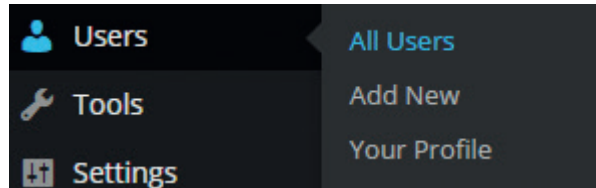
Beware

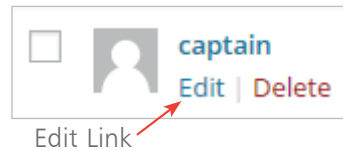Only give Administrator privileges to people who need it and also make sure you trust them.

Changing User Roles

There may come a time where you want to give another user extra or restricted privileges. To change this, go to the **Users** page.
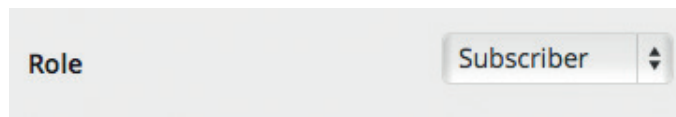
1 Start by clicking **Users** > **All Users**

2 Click **Edit** underneath the name of the user you want to edit

Edit Link

3 Scroll down until you find the drop-down labeled **Role** and select the new role for the user

4 Remember to click **Update User** at the bottom of the page when you have finished making changes

Color Schemes

There are a number of other things you can change in this section for other users or even yourself. You can change the color scheme for the dashboard.