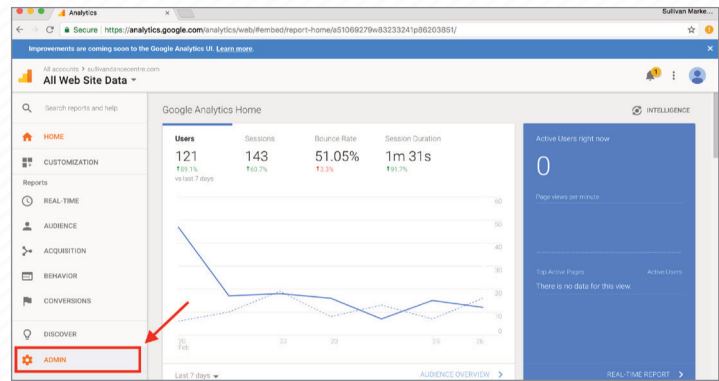


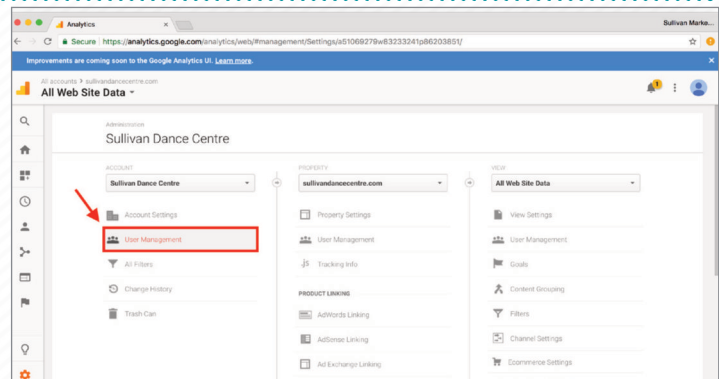
# GOOGLE ANALYTICS

1- Login to <http://analytics.google.com>

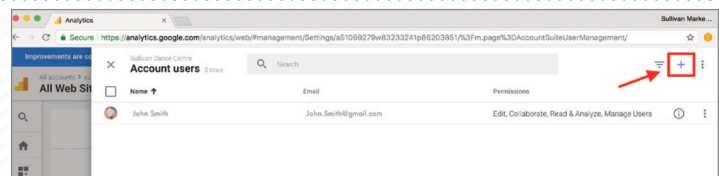
2- Click on **“Admin”** at the bottom of the left column



3- In the **“Account”** column, click **“User Management”**



4- Click the **“+”** (plus sign) in the upper right corner and choose **“Add new users”**

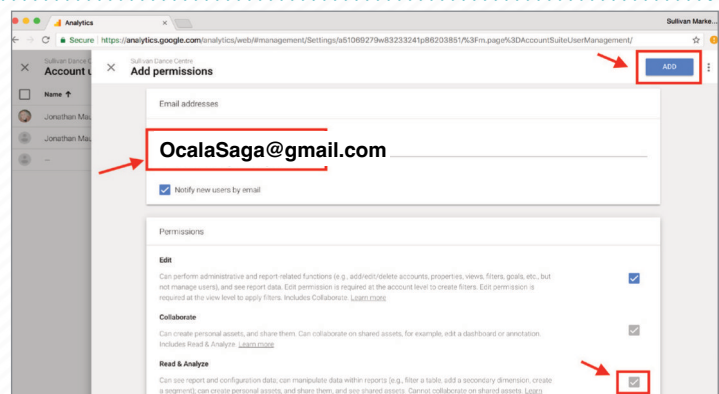
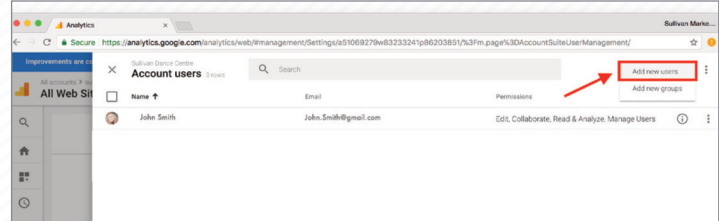


5- Enter the email address

**OcalaSaga@gmail.com**

6- Check the box next to **“Read & Analyze”**

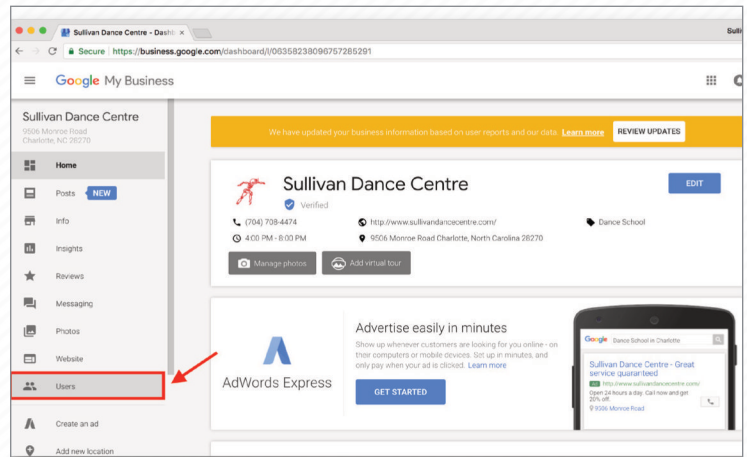
7- Click the blue **“Add”** button in the top right corner



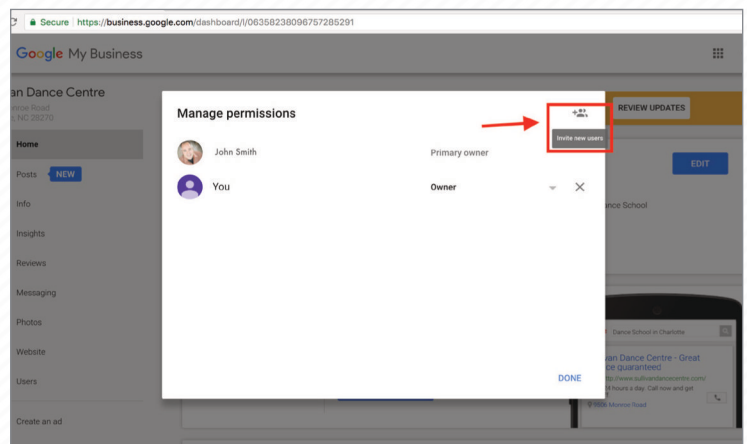
# GOOGLE MY BUSINESS

1-Login to <http://business.google.com>

2-Click on “Users” in the left column



3-Click on the icon with the people and + sign at the top right



4-Enter the email address

**OcalaSaga@gmail.com**

5-Choose “Manager” under the “Choose a role” dropdown

6-Click “Invite”

