



Add or remove users in a Parallels business account

- My Account
- Parallels Desktop for Mac Business Edition
- Parallels Remote Application Server

Adding a user

When you log in to your Parallels business account, click on **Business Profile** at the top right corner.

Switch to the **Users** page and click on **Invite Users**.

Input the email addresses of the users you would like to invite. Note that you can import data from a CSV file if you have one. If you need to delete some of the imported accounts, click on the cross sign next to them. Note that you can also select the language of the invitation email.

Click **Send Invitations** when the list is ready. When the invitations are sent, you will see a confirmation.

The invited users will receive an invitation email with a link to join the business account.

Note: you can resend invitations. Mark the email address you'd like to resend an invitation to, click on **Actions**, and then on **Resend invitation**.

Removing a user

On the **Users** page, check the checkbox next to the account you'd like to remove, click on **Actions** and then on **Remove**.

Making the user an account administrator

If you're an account administrator, you can also make another user an account administrator:

1. Go to the **Business Profile** page and click **Users**. A direct link is available [here](#).
2. Select the user and click **Actions**. Select the **Make Admin** option to assign administrator privileges to the user.