

# Add Users

1. Click **Your Account** and **Manage Servers** or click this link: <https://ems.element.io/user/hosting>
2. Click **Server Admin**
3. Select your host
4. Click **Add user** Enter the username and click **Add**

Setup Hosts Integrations **Server Admin**

Host: **ems-demo-staging.ems.host**

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Users User Info. **Add user** Media Events Server Info. Tools

Register Synapse user

|   |      |                            |            |
|---|------|----------------------------|------------|
| @ | demo | :ems-demo-staging.ems.host | <b>Add</b> |
|---|------|----------------------------|------------|

☐ Make new user server admin

Warning, use with caution. By making a user server admin they will be able to use the server Admin API and perform all server administrative tasks.

5. Select **Make new user server admin** if you want this user to be able to use the Synapse Admin API to perform administrative tasks on your server. Be careful with this as this option has a lot of power on your server.
6. The username and password for the new user is displayed. You will only be able to see this information once so send the password to the user in a secure manner and then delete it

## User added

- User ID: @demo:ems-demo-staging.ems.host
- Password:
- Device ID:
- Access Token:

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