

HOW TO CONNECT TO NOVICELL MANAGER ACCOUNT
GOOGLE SEARCH CONSOLE

2022

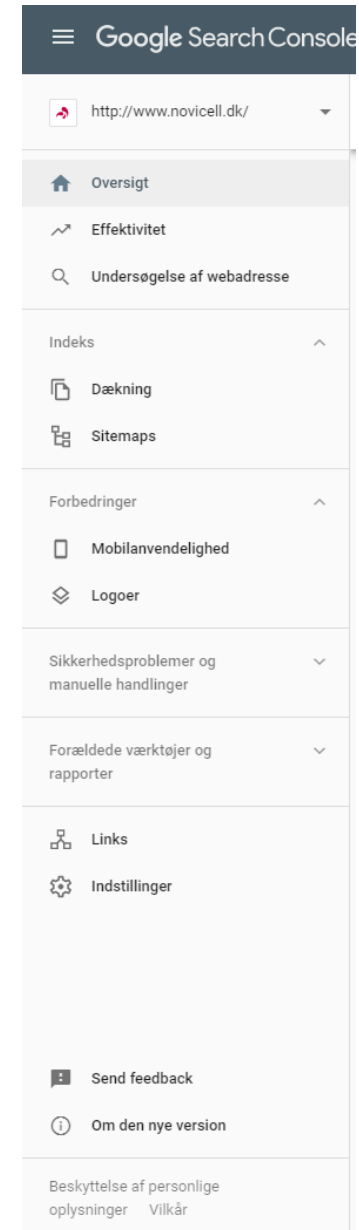


STEP BY STEP

1. Start by logging into Google Search Console.

When you have logged into Search Console, you will see the menu.


2. Click on **Settings / Indstillinger** in the menu.




STEP BY STEP

3. Click on **Users & permissions / Brugere & Tilladelser**.

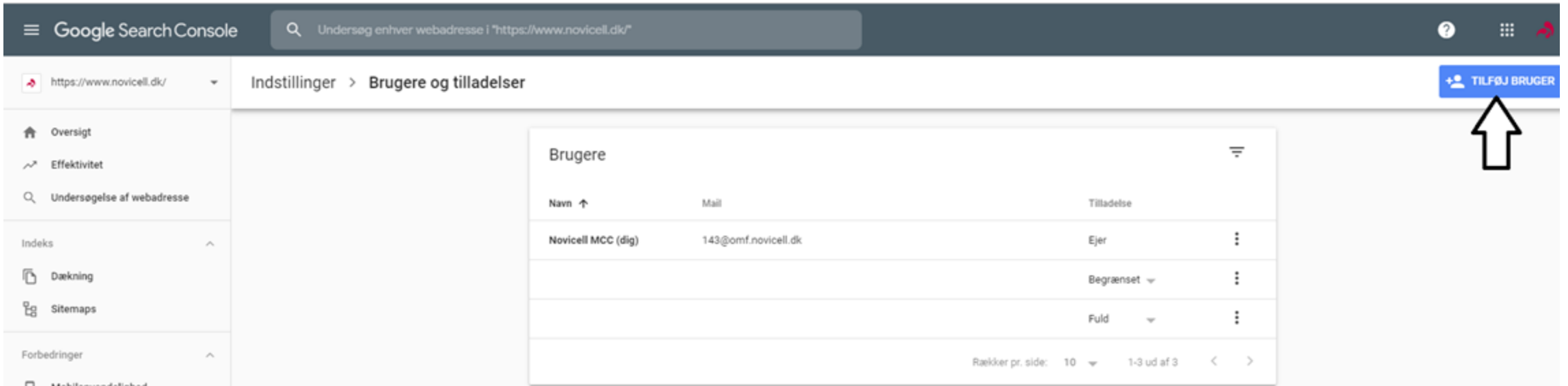
Ejendomsindstillinger

Bekræftelse af ejerskab	 Du er bekræftet ejer	>
Brugere og tilladelser		>
Adresseændring	Brug værktøjet, når du skal flytte dit website til en ny adresse	>



STEP BY STEP

4. Click on **Add user / Tilføj bruger** in the right corner.



The screenshot shows the Google Search Console interface for the domain <https://www.novicell.dk/>. The breadcrumb navigation indicates the current location is **Indstillinger > Brugere og tilladelser**. In the top right corner, there is a blue button labeled **TILFØJ BRUGER** with a plus icon and a user silhouette, which is highlighted by a white arrow. The main content area displays a table titled **Brugere** with the following data:

Navn ↑	Mail	Tilladelse	
Novicell MCC (dig)	143@omf.novicell.dk	Ejer	⋮
		Begrænset ▾	⋮
		Fuld ▾	⋮

At the bottom of the table, there is a pagination control showing "Rækker pr. side: 10" and "1-3 ud af 3". The left sidebar contains navigation options such as **Oversigt**, **Effektivitet**, **Undersøgelse af webadresse**, **Indeks**, **Dækning**, **Sitemaps**, **Forbedringer**, and **Mobilvenlighed**.

STEP BY STEP

5. Type in Novicells e-mail address: **googledk@novicell.dk**

Select the permissions you want to grant the user – you decide yourself which kind of permission you would like to grant, but we recommend that you choose **Full / Fuld**.

6. Click on **Add / Tilføj**.

Tilføj bruger

Mailadresse

Angiv en gyldig mail til brugerens Google-konto

Tilladelse

Fuld ▼

ANNULLER TILFØJ

STEP BY STEP

7. You have now added Novicell as a user to your Google Search Console.

In case you want to use Novicell Insights in the future, please follow the same steps

for adding: datapcollector@novicell-insights.iam.gserviceaccount.com