

# **Adding Blog Authors to a Blogger Account**

By Alice Seba

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Adding authors to your blogs in Blogger is simple. The process is pretty much the same for Blogger Beta and the old version of Blogger. The screenshots provided in this guide are from Blogger Beta, so you may see tiny differences if you are still using the older version of Blogger.

Here's how to set up new authors:

Log in to your account and click the "Settings" tab and then choose "Permissions". You will see all the people with permission to post to your blog. If you haven't added any authors yet, you'll only see your name there.



### Blog Authors



To add new authors, simply click the "Add Authors" button shown above and enter the email address(es) of the new contributor(s). This can be any email address they want; it doesn't have to be attached to a Blogger account. Separate each contributor with a comma:

## Blog Authors

1 Author can post to this blog

 [Alice](#) admin

**Invite more people to write to your blog**

writer@aliceseba.com, workinghard@aliceseba.com,  
goofygoober@aliceseba.com

Enter the email addresses of people you want to write to your blog

 **INVITE** **CANCEL**

Click “Invite” when you’re done. Then you’ll see a screen that shows your open invitations:

 Blog Authors

1 Author can post to this blog

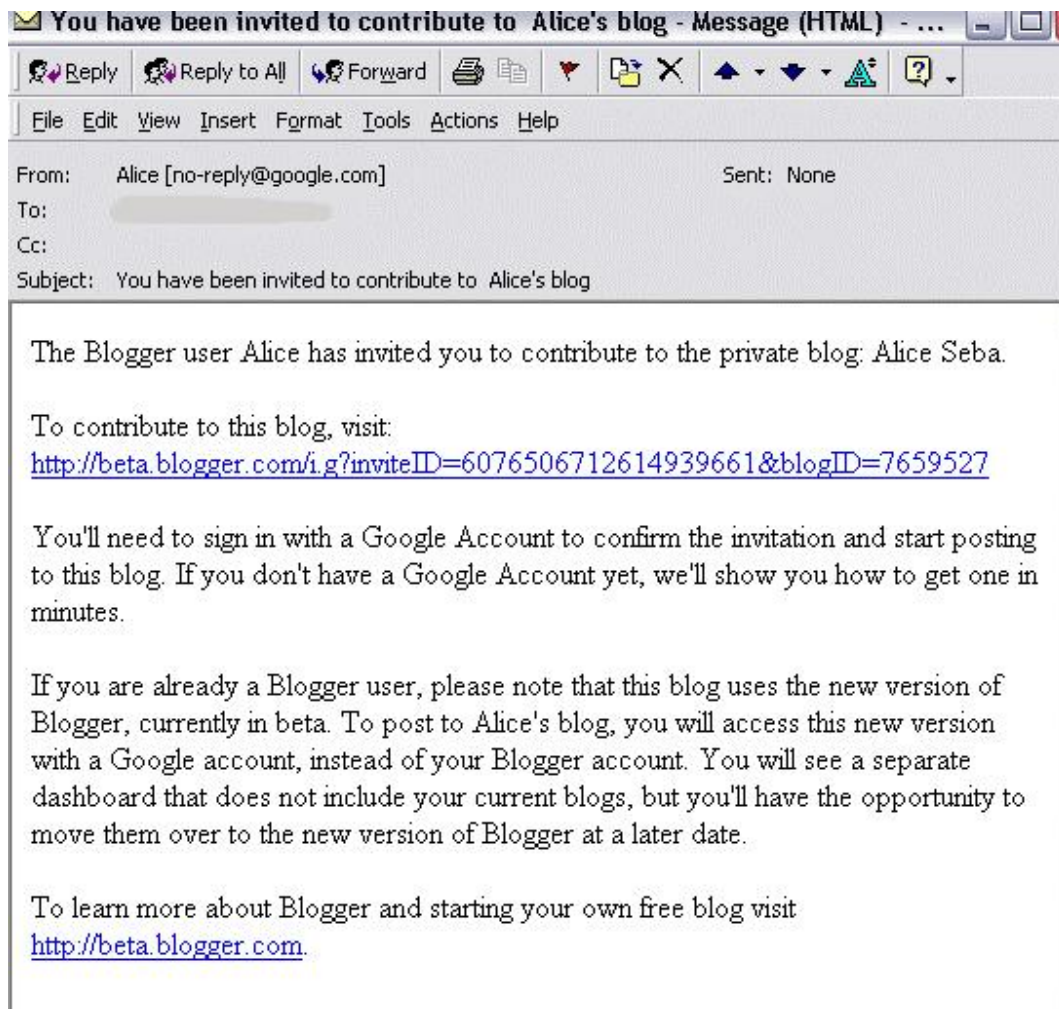
 [Alice](#) admin

**3 Open invitations**

<a href="mailto:writer@aliceseba.com">writer@aliceseba.com</a>	sent 12/18/06	<a href="#">invite again</a>   <a href="#">remove</a>
<a href="mailto:workinghard@aliceseba.com">workinghard@aliceseba.com</a>	sent 12/18/06	<a href="#">invite again</a>   <a href="#">remove</a>
<a href="mailto:goofygoober@aliceseba.com">goofygoober@aliceseba.com</a>	sent 12/18/06	<a href="#">invite again</a>   <a href="#">remove</a>

**ADD AUTHORS**

The people you invited will receive an email that looks like this (on the next page):



**Note:** As noted in the email above, if you are using Blogger Beta, the authors will have to have a Blogger Beta account. If you're using the old Blogger, they'll need an old Blogger account. If one of your authors isn't using the same version of Blogger, they can simply sign up for a new account to use just for your blog... but they will have to manage 2 Blogger accounts to do that.

When the recipient clicks on the link in the email above, they'll reach a screen that looks like this:

Get Your Free Weekly Blogging Tips at  
<http://www.BloggingSweetie.com>

Alice has invited you to contribute to the blog

Alice Seba  
<http://www.aliceseba.com/index.html>

To join this blog as an author, accept the invitation by signing in with your **Google** Account below.

**Don't have a Google Account?** [Create your account now](#)

Username	<input type="text"/>	
Password	<input type="password"/>	<a href="#">Forgot your password?</a>
Remember Me	<input type="checkbox"/>	This is not recommended for shared computers!

[SIGN IN](#)

As soon as they log in to their account, the acceptance is complete and they will see the blog in their list of blogs as seen below :

## Dashboard

Manage Your Blogs [Create a Blog](#) | [Help](#)

helloaliceseba... [View Blog](#)

[+ New Post](#) [Manage: Posts, Settings, Layout](#)

Alice Seba [View Blog](#)

339 Posts, last published on Dec 17, 2006

[+ New Post](#) [Manage: Posts](#)

Then when you log in to your own account and check the “Permissions” again, you’ll see who has accepted your offer:

## Blog Authors

2 Authors can post to this blog

	<a href="#">Alice</a>	admin
	<a href="#">aseba</a>	guest ←

3 Open invitations

- [writer@aliceseba.com](mailto:writer@aliceseba.com)
- [workinghard@aliceseba.com](mailto:workinghard@aliceseba.com)
- [goofygoober@aliceseba.com](mailto:goofygoober@aliceseba.com)

[ADD AUTHORS](#)

Above, you'll see "aseba" has accepted my invitation and is a "guest" author. The other three have not accepted yet. You'll notice that as the owner of the blog, you are automatically "admin" and those you add are "guest".

Guest means they can simply manage their own posts (post, edit, delete). If you want to change them to admin, just click "guest" and it will automatically change them. Admin means they'll be able to manage all the post, change settings, templates, etc... just like you can when logged in to Blogger.

That's all there is to it. Adding new authors to your blog is that simple!