

New User Added to Pre-Existing Units ^[1]

April 3, 2020 by [Melanie Jones](#) ^[2]

For new users starting out fresh, everything needs to be added to their account from scratch ^[3]. When a new user is an addition or taking over for an existing unit, they'll just need access to already existing content.

- **Marketing Cloud & Salesforce**

- Review Audiences

- Users should automatically have access to the same audiences if:

1. They are placed in the same **Marketing Cloud Business Unit**

- That will ensure they have access to the same Emails, Tracking from passed sends, Send Classifications and Data Extensions
 - Data Extensions might be set to send email notifications to passed user. Update to new users email address.

2. They are in the same **Public Group** which has been the method of sharing Report Folders and Campaigns (as opposed to sharing with a specific user).

- **Cvent**

- Share passed events by running a Cvent Report ^[4]
 - Grant access to Event Planner Email Address ^[5]

Display Title:

New User Added to Pre-Existing Units

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/ecommerce-wiki/new-user-added-pre-existing-units>

Links

[1] <https://www.cu.edu/blog/ecommerce-wiki/new-user-added-pre-existing-units>

[2] <https://www.cu.edu/blog/ecommerce-wiki/author/39> [3] <https://www.cu.edu/blog/ecommerce-wiki/add-account>

[4] <https://www.cu.edu/blog/ecommerce-wiki/cvent-report-events-created-user>

[5] <https://support.cvent.com/apex/CommunityArticle?id=000002560>