

Lab instruction: Adding import export role for user running Import

. To add your user do the following.

- From Microsoft 365 Admin Center select **Exchange**.
- In Exchange Admin Center select Permissions.
- Under Admin roles Click "+" to create a new role.
- Name the role Import Export.
- Under Roles locate the import export role.
- Click on **Add** then click on **OK**
- Click on **+Members to add new members**
- Select **MOD Administrator**
- Click on **Add**
- Click on **OK**
- Click on **Save**
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