

How to Add or Remove an Admin on a Facebook Page

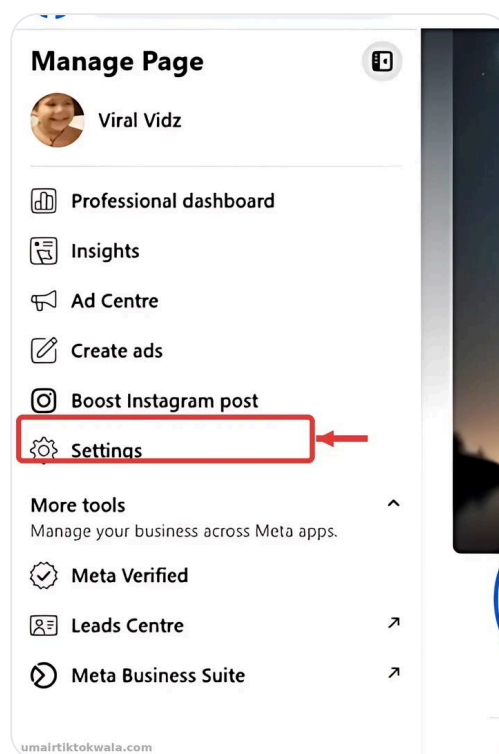
9 steps · Last updated 19 Oct 2026

Adding a second admin is the best protection for your Page: if one Facebook account gets restricted, you can still manage the Page from the other one.

Before you start, keep ready:

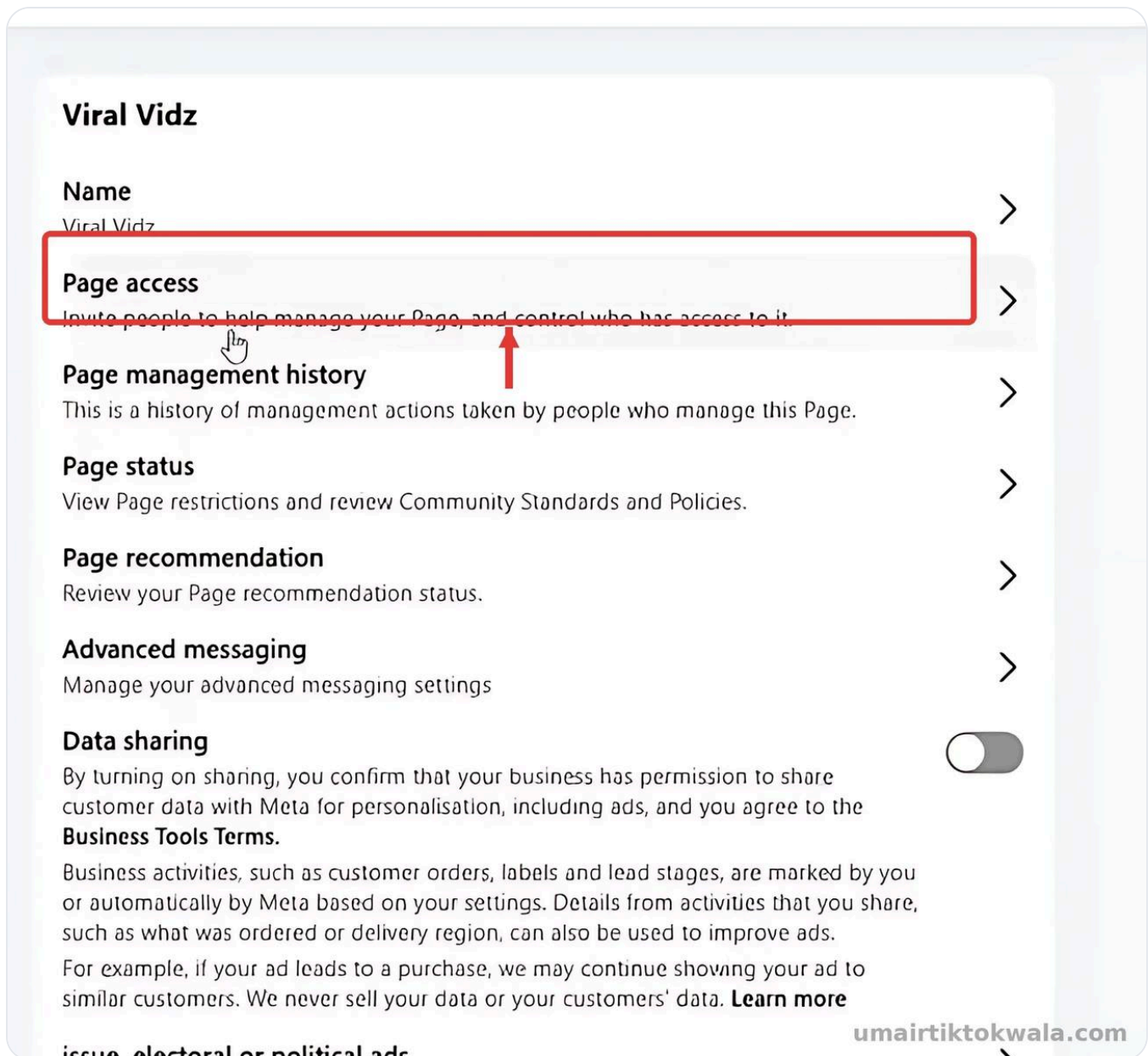
- You are already an admin (full control) of the Page
- The other person's Facebook name or email
- Your own Facebook password (Facebook asks for it again)

1 Open your Page settings



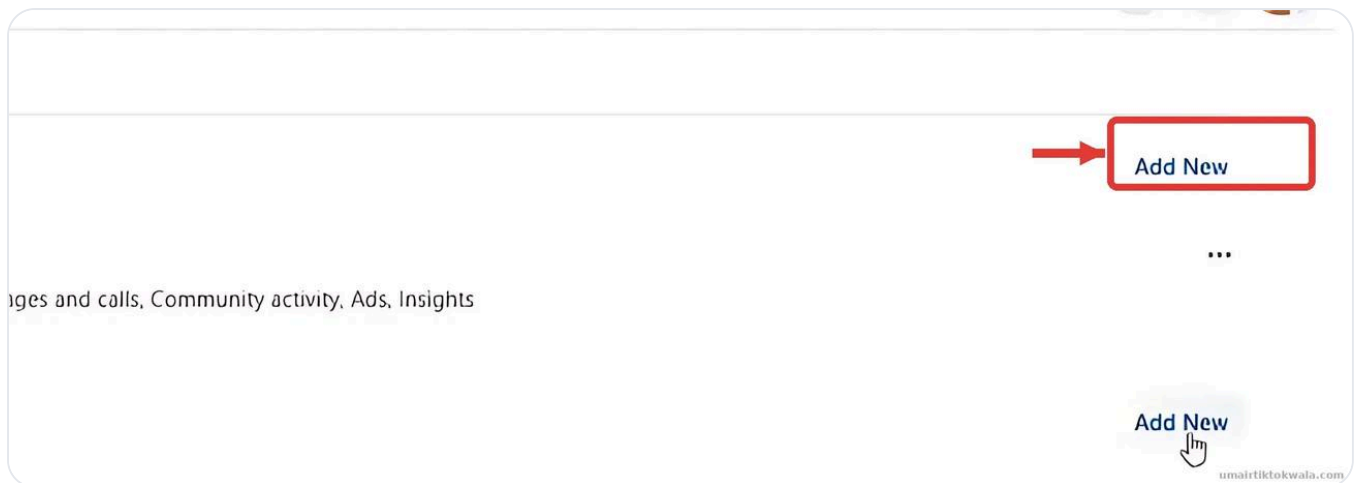
Switch to your Page. In the left menu under **Manage Page**, tap **Settings**.

2 Go to Page access



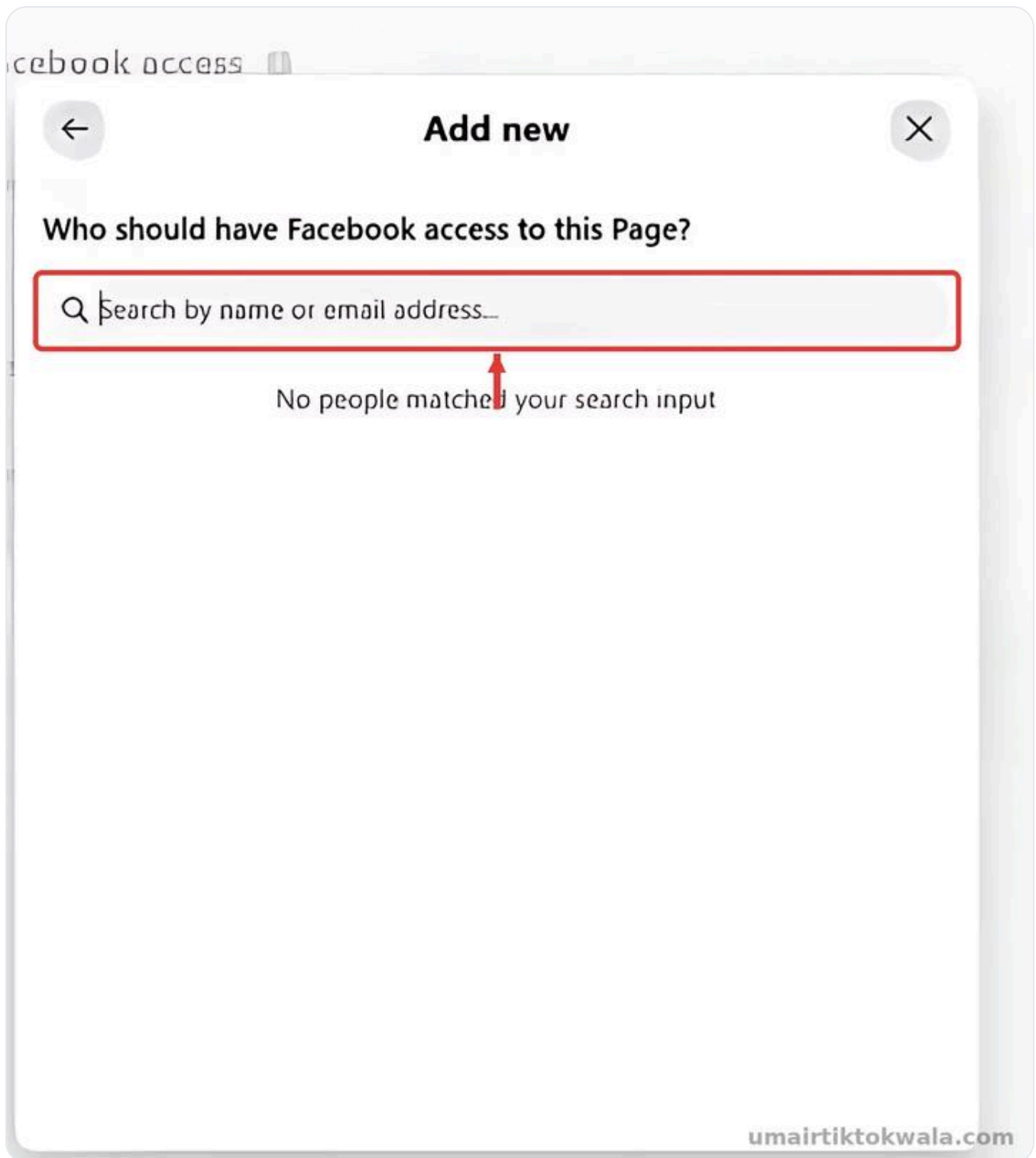
In **Settings & privacy**, open **Page setup** and tap **Page access** — "Invite people to help manage your Page".

3 Tap Add New



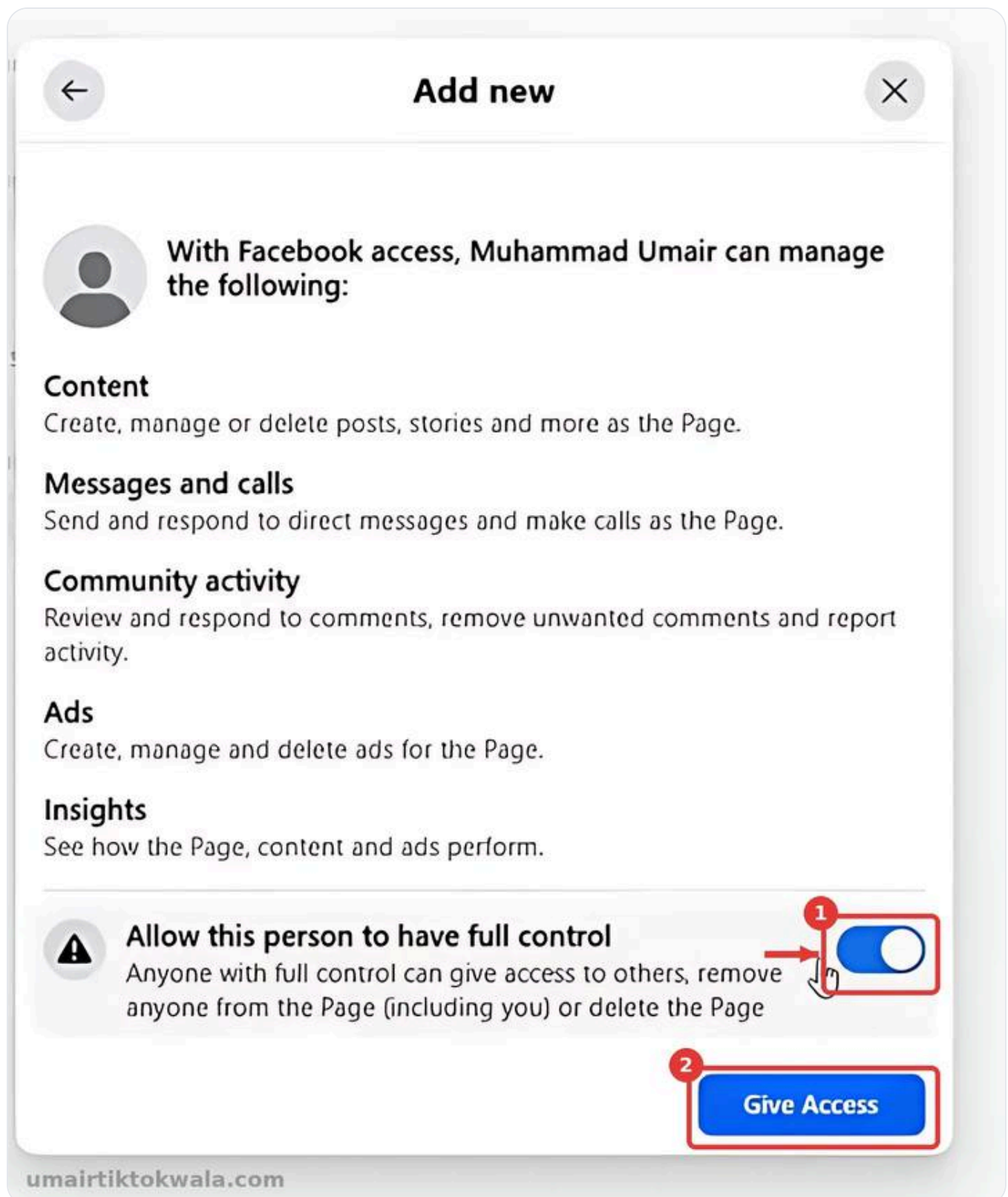
Under **People with Facebook access**, tap **Add New**.

4 Search for the person



Type the person's **name or email** and select them from the list. Tap **Next**.

5 Choose full control and give access



You will see everything this person can do. **1.** Turn ON **Allow this person to have full control** if they should be a full admin. **2.** Tap **Give Access**.

⚠ Careful: Full control means they can also remove YOU from the Page. Give full control only to your own second account or someone you fully trust.

6 Confirm with your password

← Give Access ×

For your security, re-enter your Facebook profile password to confirm that this person should have full control and can access everything that you can.

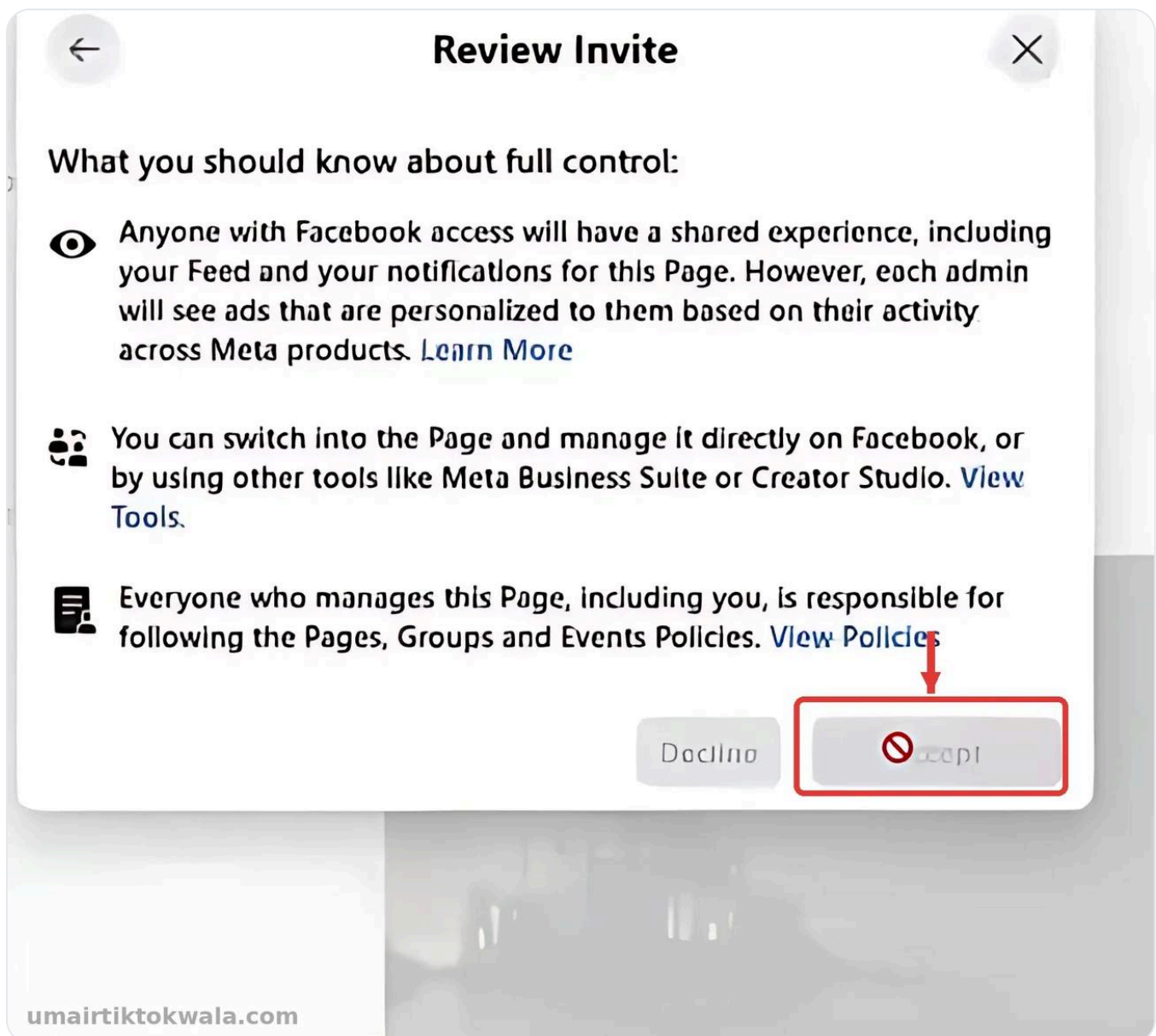
1 Password [password] [eye icon]

2 Confirm

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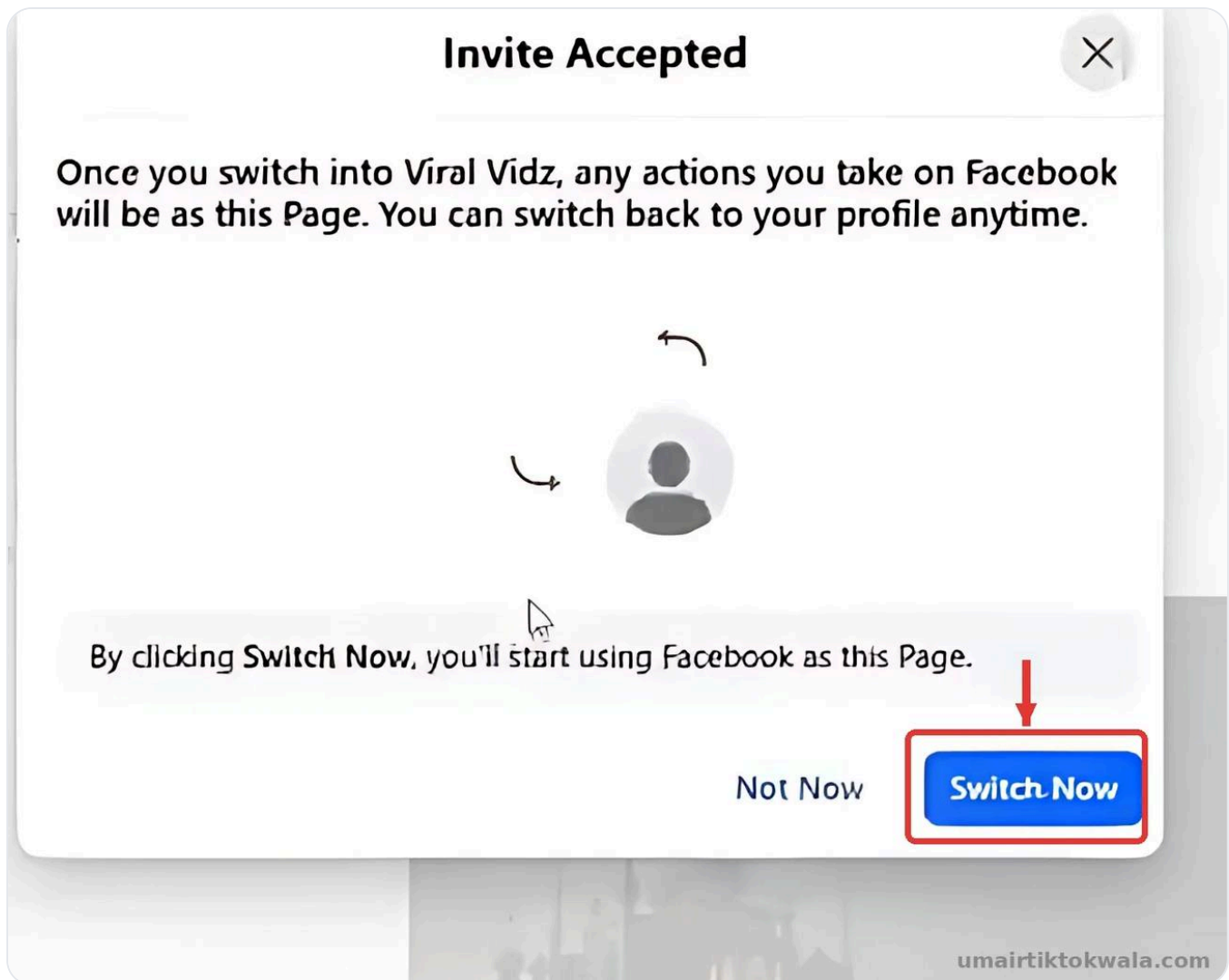
1. Re-enter your own Facebook password. **2.** Tap **Confirm**. The invite is sent.

7 The other person accepts the invite



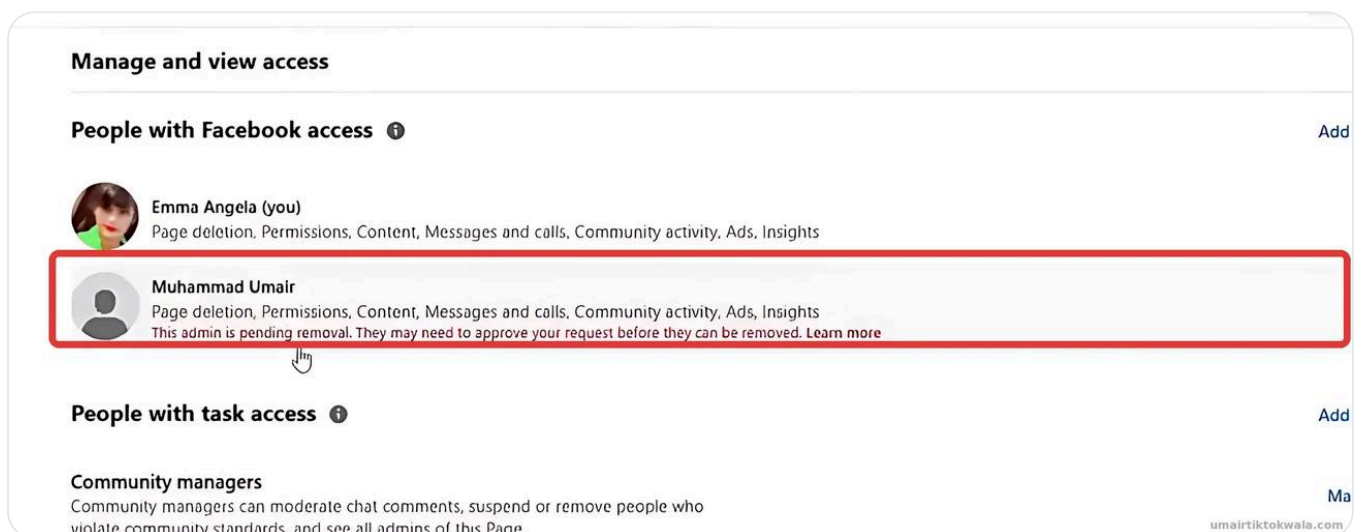
On the other account, open the notification and read **Review Invite**, then tap **Accept**.

8 Invite accepted



The new admin can tap **Switch Now** to start using Facebook as the Page.

9 How to remove an admin



To remove someone, go back to **Page access**, tap the **⋮** next to their name and choose **Remove**. If they have full control, Facebook may show **pending removal** — they need to approve, or it is approved automatically after some time.

Common mistakes

- Only one admin on the Page — if that account is restricted, the Page is lost
- Giving full control to someone you don't fully trust
- Adding many admins very quickly — add them slowly, one at a time

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