

Add a remote user account

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Add a remote SAML user account when you want to provision the remote user before that user logs into the appliance. After the user is added, you can add them to local groups or share items directly with them before they log in through the SAML provider.

1. Log into the Admin UI on the Command or Discover appliance.
2. In the Access Settings section, click **Users**.
3. Click **Add User**.
4. In the Personal Information section, type the following information:
 - **Login ID:** The email address that the user logs into their SAML SSO identity provider with.
 - **Full Name:** The first and last name of the user.
5. In the Authentication Type section, select **Remote**.
6. Click **Save**.