


Create a New User Group

If needed, you can review which groups an individual user has been added to from the **User Group Membership** section on the **Edit User** page.

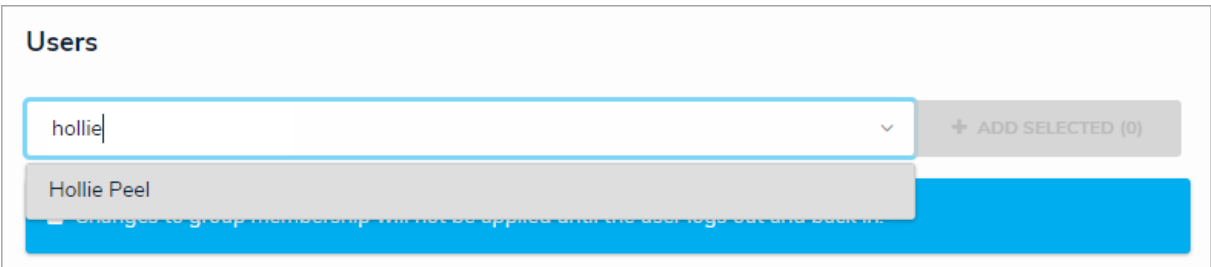
To create a new user group:

1. Click the  icon in the top bar > **Users** in the **People** section.
2. Enter the name for the user group in the **Name** field.
3. **Optional:** Enter a description of the user group. This description will appear below the user group's name when viewing it on the **Edit User Group** page.



The Create User Group page.

4. Click **Create** to display the **Edit User Group** page.
5. In the field under **Users**, begin typing the name of the user you want to add to the group, then press **Enter** on your keyboard or click the user to select them. Continue adding more users as needed.




Searching for existing users to add to the user group.

6. Click **Add Selected**.

Users

Hollie Peel × ▼ + ADD SELECTED (1)

 Changes to group membership will not be applied until the user logs out and back in.

Users to be added to a user group. You must click Add Selected to save your changes.



Users who are logged in at the time they're added to a user group will need to log out then log back in before the changes are applied.

7. Click **Done** when finished.