## Assigning Users to Groups

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## Adding Users into Groups in the List of Users

The easiest way to add a user or multiple users into a group is to select them right in the list of users and click Move.


Then, in the new window, choose one or multiple groups to add users into and click Move Users.


## Adding Users into Groups in the Groups Section

Another way to assign users into a group includes the following steps:

1. Under the Groups tab, click a group name.

2. In the Edit Group window, type a user's name or email address in the Members field
3. Click the Save button.


## Deleting Users from a Group

To remove a user from a group:

1. Under the Groups tab, select a group you want to remove users from.

2. Click the cross next to the user's name in the Members field.
3. Click the Save button.

| Edit Group |  |  |
| :---: | :---: | :---: |
| * Group Name: | Authorized users |  |
| Description: |  |  |
| Organization: | iSpring | $\checkmark$ |
|  | You can move this group to another organization in window. | ove Groups |
| Members: | Users (3) |  |
|  | Nadya Stels (nadya.sles... |  |
| Registration link: | https://ispringteamdemo.ispringlearn.com/re | Copy |
|  | Registration in this group is available by following the link above |  |
| * Delete Group | Save | Cancel |

