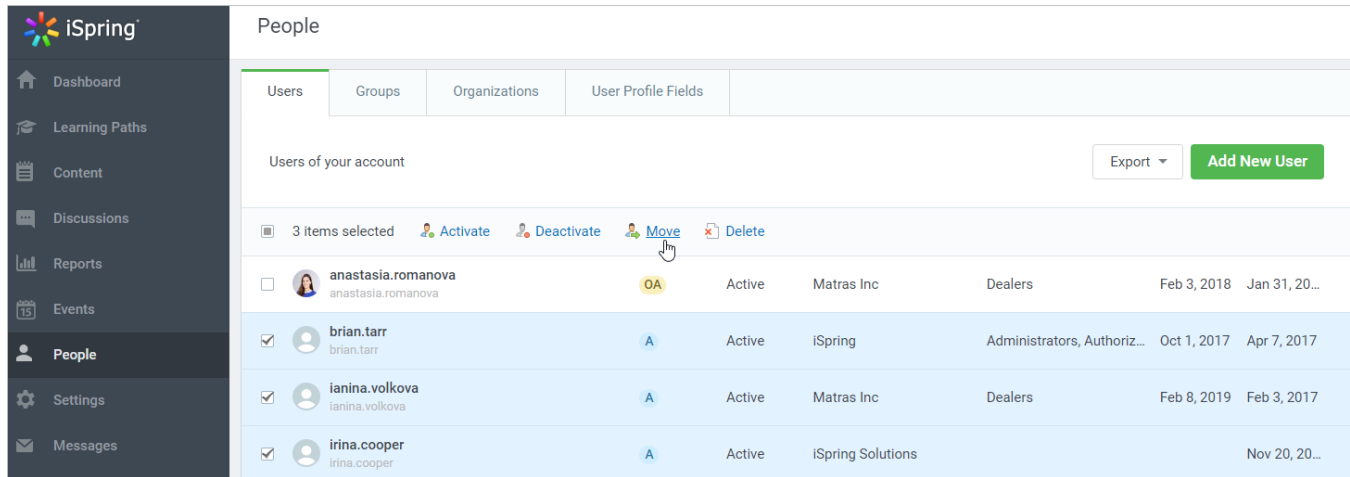


Assigning Users to Groups

- [Adding Users into Groups in the List of Users](#)
- [Adding Users into Groups in the Groups Section](#)
- [Deleting Users from a Group](#)

Adding Users into Groups in the List of Users

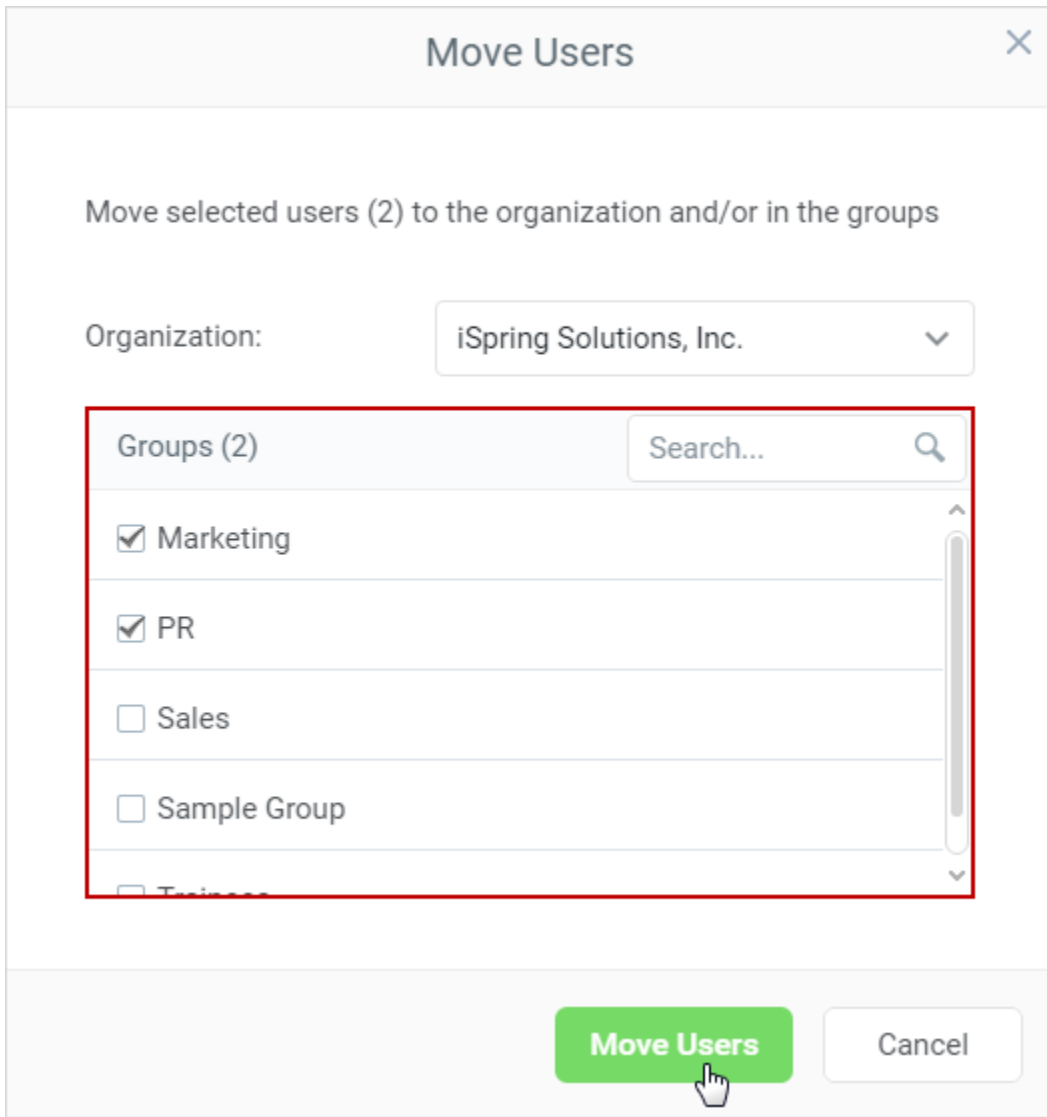
The easiest way to add a user or multiple users into a group is to select them right in the list of users and click **Move**.



The screenshot shows the iSpring 'People' management interface. The left sidebar contains navigation options: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People (selected), Settings, and Messages. The main content area is titled 'People' and has tabs for 'Users', 'Groups', 'Organizations', and 'User Profile Fields'. Below the tabs, there are buttons for 'Export' and 'Add New User'. A table lists users with columns for selection, user details, status, organization, role, and dates. The 'Move' action is highlighted in the table's header row.

	anastasia.romanova anastasia.romanova	OA	Active	Matras Inc	Dealers	Feb 3, 2018	Jan 31, 20...
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	brian.tarr brian.tarr	A	Active	iSpring	Administrators, Authoriz...	Oct 1, 2017	Apr 7, 2017
<input checked="" type="checkbox"/>	ianina.volkova ianina.volkova	A	Active	Matras Inc	Dealers	Feb 8, 2019	Feb 3, 2017
<input checked="" type="checkbox"/>	irina.cooper irina.cooper	A	Active	iSpring Solutions			Nov 20, 20...

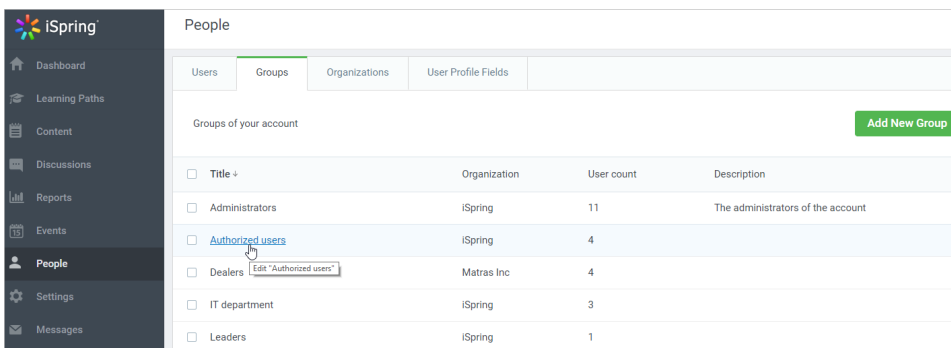
Then, in the new window, choose one or multiple groups to add users into and click **Move Users**.



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.

Edit Group

* Group Name:

Description:

Organization: ▼
You can move this group to another organization in the Move Groups window.

Members:

Registration link:
Registration in this group is available by following the link above

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.

The screenshot shows the iSpring People management interface. On the left is a dark sidebar with navigation options: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People (selected), Settings, and Messages. The main area is titled 'People' and has tabs for Users, Groups (selected), Organizations, and User Profile Fields. Below the tabs, there's a section 'Groups of your account' with an 'Add New Group' button. A table lists the groups:

<input type="checkbox"/>	Title	Organization	User count	Description
<input type="checkbox"/>	Administrators	iSpring	11	The administrators of the account
<input type="checkbox"/>	Authorized users	iSpring	4	
<input type="checkbox"/>	Dealers	Matras Inc	4	
<input type="checkbox"/>	IT department	iSpring	3	
<input type="checkbox"/>	Leaders	iSpring	1	

2. Click the cross next to the user's name in the **Members** field.

3. Click the **Save** button.

Edit Group ✕

* Group Name:

Description:

Organization: iSpring ▼

You can move this group to another organization in the Move Groups window.

Members: Users (3)

Nadya Stels (nadya.sles... ✕) Stacy Abels (anastasia... ✕)
brian.tarr ✕

Registration link: Copy

Registration in this group is available by following the link above

✕ Delete Group Save Cancel