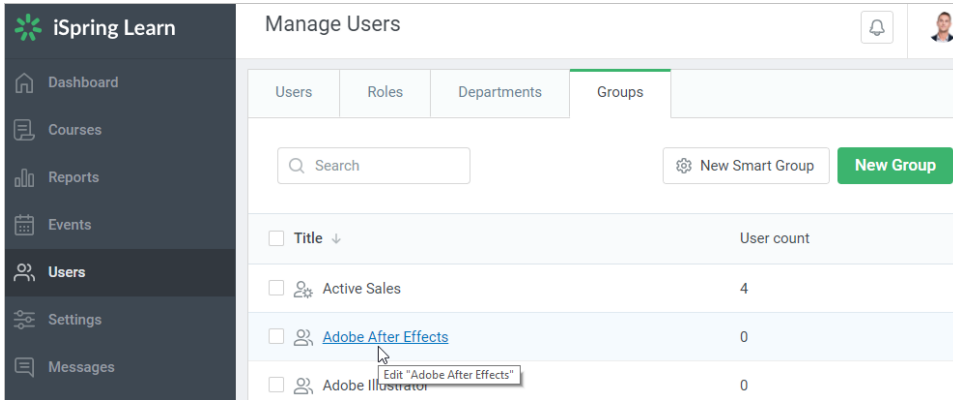


# Adding and Deleting Users

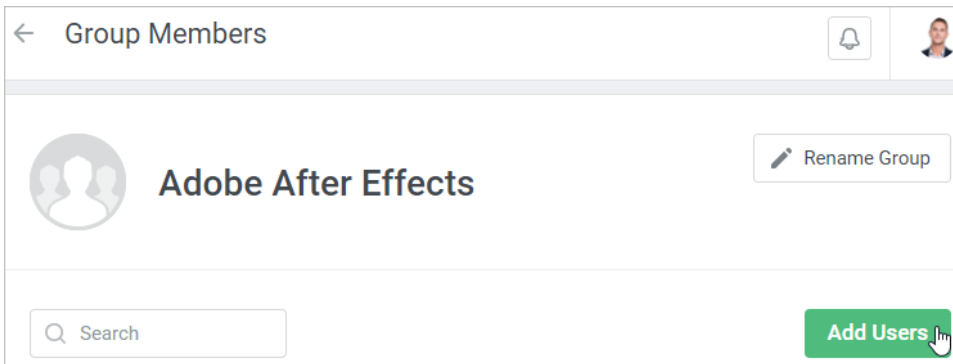
- [Adding Users to Groups](#)
- [Removing Users from a Group](#)

## Adding Users to Groups

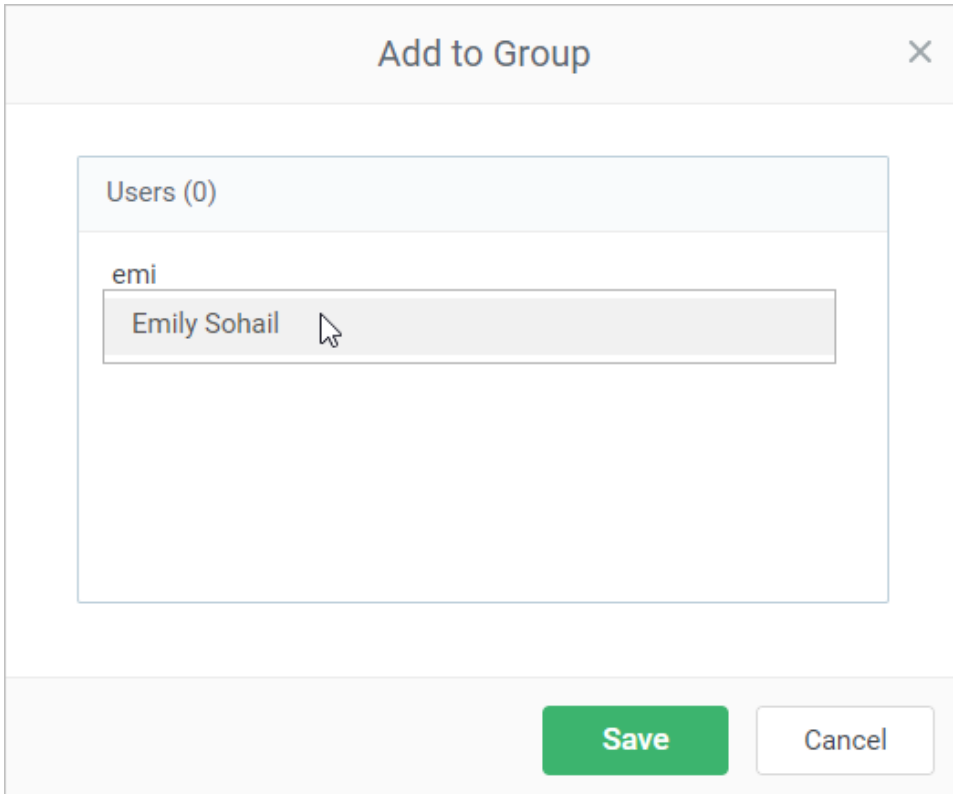
1. Go to the **Users** section, open the **Groups** tab and click a group where you want to add users.



2. On the Groups Members page, hit the **Add Users** button.

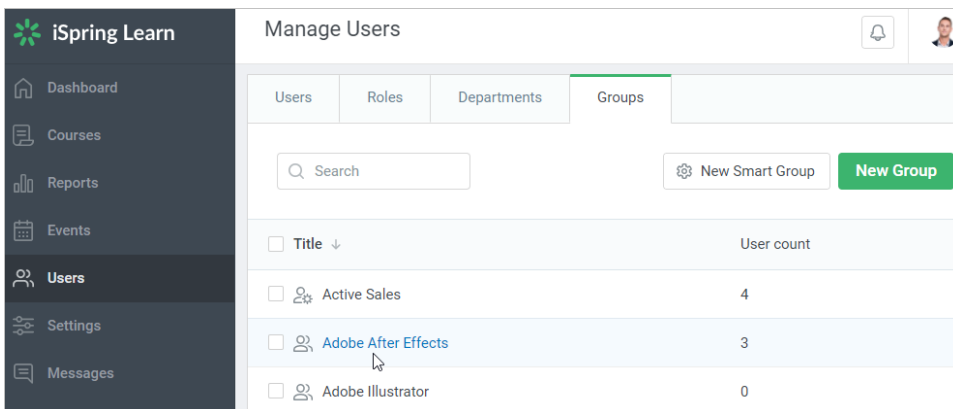


3. In the **Add Users** window, select users you want to add to the group. Start typing their names, last names, logins, or emails and select matching names from system suggestions. Then, click **Save**.




## Removing Users from a Group


1. Go to the **Users** section, open the **Groups** tab and click a group which you want to add users from.



2. Select users you want to delete from the group and click the **Remove from Group** link in the top menu.

← Group Members 🔔 

---




 **Adobe After Effects** ✎ Rename Group

---

Add Users

---

3 items selected 👤 Enroll Users 🗑 Remove from Group

<input checked="" type="checkbox"/>	 <b>Glenda Johnson</b> glenda.johnson	Marketing Department My Company
<input checked="" type="checkbox"/>	 <b>Nick Moore</b> nick.moore	Sales My Company
<input checked="" type="checkbox"/>	 <b>Simone Rose</b> simon.rose	Sales My Company

3. Confirm your decision by clicking **Remove** in the **Remove from Group** window.

**Remove from Group** ✕

Are you sure you want to remove these users from this group?

Remove Cancel