

# Assigning User To Group

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

## Adding User to Group

There are **four** ways to add a user to a group.

The **first** method is the following:





1. Click a user's name and select the **Group Memberships** tab.
2. In the **Group Memberships** menu, select a group. Here, you can assign users to unlimited number of groups.
3. Click **Save**.

The screenshot shows the 'Edit user' interface for Helen Smith, a Learner. The interface includes a navigation bar with a back arrow and the title 'Edit user'. Below the navigation bar is a user profile section with a circular profile picture, the name 'Helen Smith', and the role 'Learner'. A 'Message' button is located to the right of the profile. Below the profile is a tabbed interface with five tabs: 'Personal Information', 'Group Memberships', 'Access Level', 'Course Enrollments', and 'Achievements'. The 'Group Memberships' tab is currently selected. Below the tabs, there is a section titled 'Groups a user belongs to' with a green 'Save' button to its right. Underneath this section, there is a list of group memberships: 'Business Services', 'Discussion Group 1', and a dropdown menu labeled '- Select group -'. Each group name has a small 'x' icon to its right, and the dropdown menu has a downward arrow.

The **second** option will fit if you want to add multiple users to a group.

1. In the **Users** section, check a user or multiple users.

# Manage Users

Users	Roles	Departments	Groups
<input type="text" value="Search"/>			
<input type="checkbox"/> 2 items selected <a href="#">Enroll Users</a> <a href="#">Add to Group</a>			
<input type="checkbox"/>	 <b>Glenda Johnson</b> glenda.johnson		
<input checked="" type="checkbox"/>	 <b>Helen Smith</b> helen.smith		
<input checked="" type="checkbox"/>	 <b>Kurt Hicks</b> kurt.hicks		
<input type="checkbox"/>	 <b>Nick Moore</b> nick.moore		





2. In the top menu, click the **Add to Group** link.

# Manage Users

Users Roles Departments Groups

Search

2 items selected Enroll Users Add to Group

<input type="checkbox"/>	 <b>Glenda Johnson</b> glenda.johnson	Sales My Company
<input checked="" type="checkbox"/>	 <b>Helen Smith</b> helen.smith	My Company
<input checked="" type="checkbox"/>	 <b>Kurt Hicks</b> kurt.hicks	Sales My Company
<input type="checkbox"/>	 <b>Nick Moore</b> nick.moore	Sales My Company

3. In the **Add to Group** window, choose a group and click **Add**.

## Add to Group







Adobe After Effects

Add Cancel

The **third** way is convenient when adding several users to the group at the same time.

1. In the **Users** section, check a user or multiple users.

# Manage Users

Users	Roles	Departments	Groups
<input type="text" value="Search"/>			
<input type="checkbox"/> 2 items selected  Enroll Users  Add to Group			
<input type="checkbox"/>		<b>Glenda Johnson</b> glenda.johnson	
<input checked="" type="checkbox"/>		<b>Helen Smith</b> helen.smith	
<input checked="" type="checkbox"/>		<b>Kurt Hicks</b> kurt.hicks	
<input type="checkbox"/>		<b>Nick Moore</b> nick.moore	





2. Right-click on any name and select **Add to Group** in the context menu.

## Manage Users

Users Roles Departments Groups

Search

2 items selected [Enroll Users](#) [Add to Group](#)

-  **Glenda Johnson**  
glenda.johnson
-  **Helen Smith**  
helen.smith
-  **Kurt Hicks**  
kurt.hicks
-  **Nick Moore**  
nick.moore

- [Enroll Users](#)
- [Add to Group](#)
- [Change Department](#)
- [Activate](#)
- [Deactivate](#)
- [Delete](#)

3. In the **Add to Group** window, choose a group and click **Add**.

### Add to Group

Adobe After Effects

**Add** Cancel

And also, you can add users to a group under the [Groups](#) tab.


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


# Manage Users


- Users
- Roles
- Departments
- Groups**

Q Search

Title ↓



 Active Sales


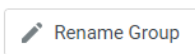
 [Business Services](#)


 Discussion Group


Edit "Business Services"

2. On the **Group Members** page, click **Add Users**.

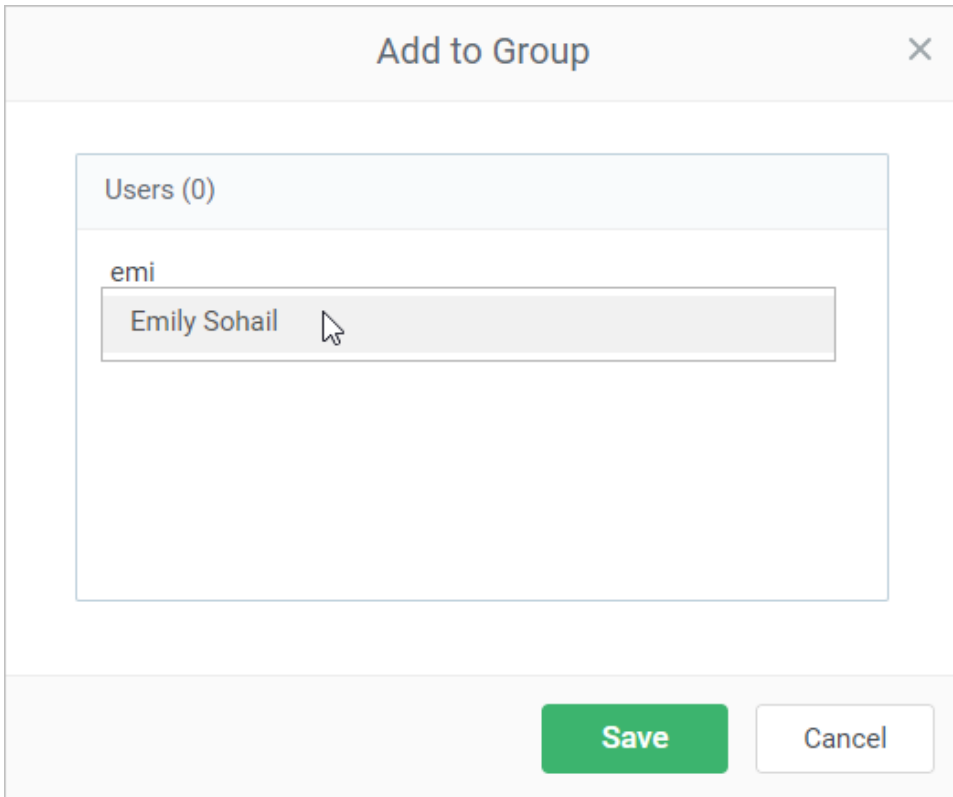
← Group Members  

 **Business Services** 

Q Search 

<input type="checkbox"/>	User Name ↓	Status	Department
<input type="checkbox"/>	 <b>Kurt Hicks</b> kurt.hicks		Sales My Company

3. In the **Add to Group** window, start entering the name, last name, login, or email of a user. Then, left-click on the matching name and click **Save**.







## Removing Users from a Group

You can use any of two methods to delete a user from a group.



The **first** option is the following:

1. In the **Users** section, left-click on a user you want to remove from a group.


## Manage Users

Users	Roles	Departments	Groups
<input type="text" value="Search"/>			
<input type="checkbox"/> User Name ↓	Status	Department	
<input type="checkbox"/>  <b>Glenda Johnson</b> glenda.johnson		Sales My Company	
<input type="checkbox"/>  <b>Helen Smith</b> helen.smith		My Company	
<input type="checkbox"/>  <b>Kurt Hicks</b> kurt.hicks		Sales My Company	
<input type="checkbox"/>  <b>Nick Moore</b> nick.moore		Sales My Company	

2. On the **Edit user** page, open the **Group Memberships** tab and click the cross next to a group.


← Edit user



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### Helen Smith

Learner

 Message

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Personal Information
**Group Memberships**
Access Level
More ▾

---

Groups a user belongs to **Save**

---

Group Memberships:

Business Services ✕

– Select group – ▾



3. Then click **Save**.

← Edit user

**Helen Smith**  
Learner

Message

Personal Information | **Group Memberships** | Access Level | More ▾

Groups a user belongs to

**Save**

Group Memberships:

The **second** method will work better in case you need to delete multiple users from a group.

1. Open the **Users** section, open the **Groups** tab and left-click the group from which you want to delete users.

Manage Users



Users | Roles | Departments | **Groups**

Search


<input type="checkbox"/> Title ↓	User count
<input type="checkbox"/> Active Sales	3
<input type="checkbox"/> <u>Business Services</u>	2
<input type="checkbox"/> Discussion Group	3

Edit "Business Services"

2. Check users and click the **Remove from Group** link in the top menu.

← Group Members  

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 **Business Services** ✎ Rename Group

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Add Users

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2 items selected 👤 Enroll Users 🗑 Remove from Group

<input checked="" type="checkbox"/>	 <b>Helen Smith</b> helen.smith	My Company
<input checked="" type="checkbox"/>	 <b>Kurt Hicks</b> kurt.hicks	Sales My Company

3. In the **Remove from Group** window, hit **Remove** to confirm your decision.

**Remove from Group** ✕

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

Remove Cancel