

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 an 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, the title 'Edit user', a notification bell icon, and a user profile picture. Below the navigation bar, there is a user profile section with a circular profile picture, the name 'Helen Smith', the role 'Learner', and a 'Message' button. A horizontal tab bar contains five tabs: 'Personal Information', 'Group Memberships' (which is selected and highlighted with a green underline), 'Access Level', 'Course Enrollments', and 'Achievements'. Below the tabs, the 'Group Memberships' section is visible, showing the text 'Groups a user belongs to' and a green 'Save' button with a hand cursor. Underneath, there is a list of group memberships: 'Business Services' with a close icon (x), 'Discussion Group 1' with a close icon (x), and a dropdown menu labeled '- Select group -' with a downward arrow icon.

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 Enroll Users Add to Group			
<input type="checkbox"/>		Glenda Johnson glenda.johnson	
<input checked="" type="checkbox"/>		Helen Smith helen.smith	
<input checked="" type="checkbox"/>		Kurt Hicks kurt.hicks	
<input type="checkbox"/>		Nick Moore 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"/>	 Glenda Johnson glenda.johnson	Sales My Company
<input checked="" type="checkbox"/>	 Helen Smith helen.smith	My Company
<input checked="" type="checkbox"/>	 Kurt Hicks kurt.hicks	Sales My Company
<input type="checkbox"/>	 Nick Moore 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"/>	 Glenda Johnson glenda.johnson		
<input checked="" type="checkbox"/>	 Helen Smith helen.smith		
<input checked="" type="checkbox"/>	 Kurt Hicks kurt.hicks		
<input type="checkbox"/>	 Nick Moore 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](#)

<input type="checkbox"/>	 Glenda Johnson glenda.johnson	
<input checked="" type="checkbox"/>	 Helen Smith helen.smith	Enroll Users Add to Group Change Department Activate Deactivate Delete
<input checked="" type="checkbox"/>	 Kurt Hicks kurt.hicks	
<input type="checkbox"/>	 Nick Moore nick.moore	

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

Add to Group

Adobe After Effects

Add Cancel

The **fourth** way is to 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


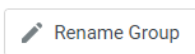
 [Business Services](#)


 Discussion Group


Edit "Business Services"

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

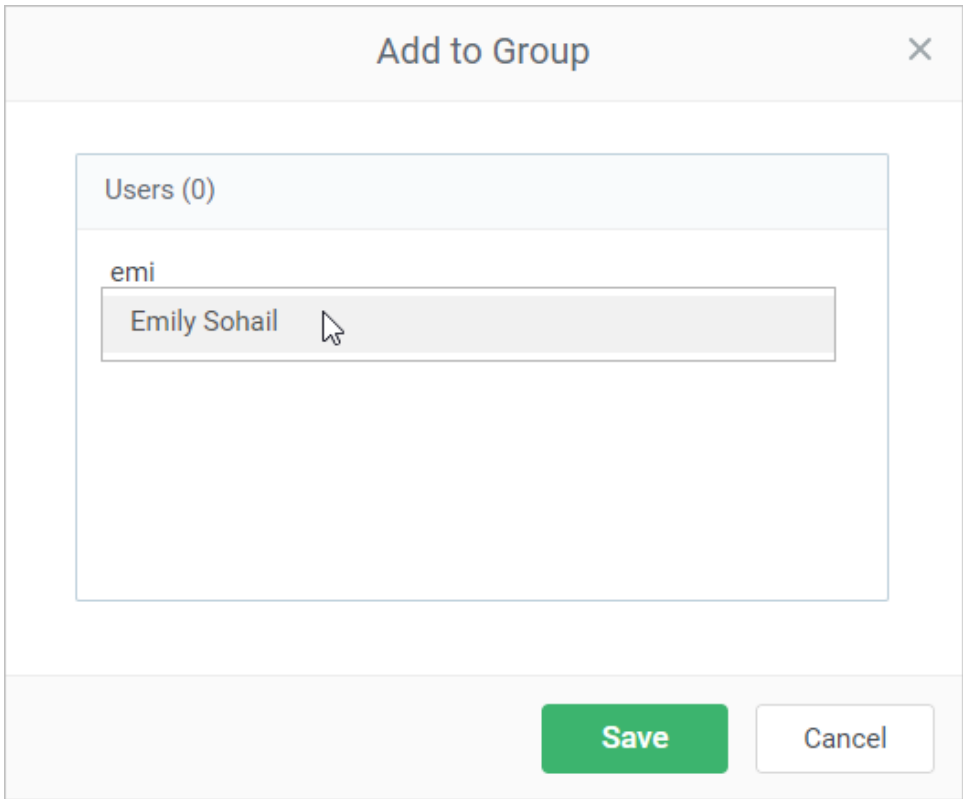
← Group Members  

 **Business Services** 

Q Search 

<input type="checkbox"/>	User Name ↓	Status	Department
<input type="checkbox"/>	 Kurt Hicks 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 the 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"/>  Glenda Johnson glenda.johnson		Sales My Company	
<input type="checkbox"/>  Helen Smith helen.smith		My Company	
<input type="checkbox"/>  Kurt Hicks kurt.hicks		Sales My Company	
<input type="checkbox"/>  Nick Moore 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



Helen Smith
Learner

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"/> Business Services	2
<input type="checkbox"/> Discussion Group	3

Tooltip: Edit "Business Services"



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

← Group Members 🔔 

 **Business Services** ✎ Rename Group

Add Users

2 items selected 👤 Enroll Users 🗑 Remove from Group

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