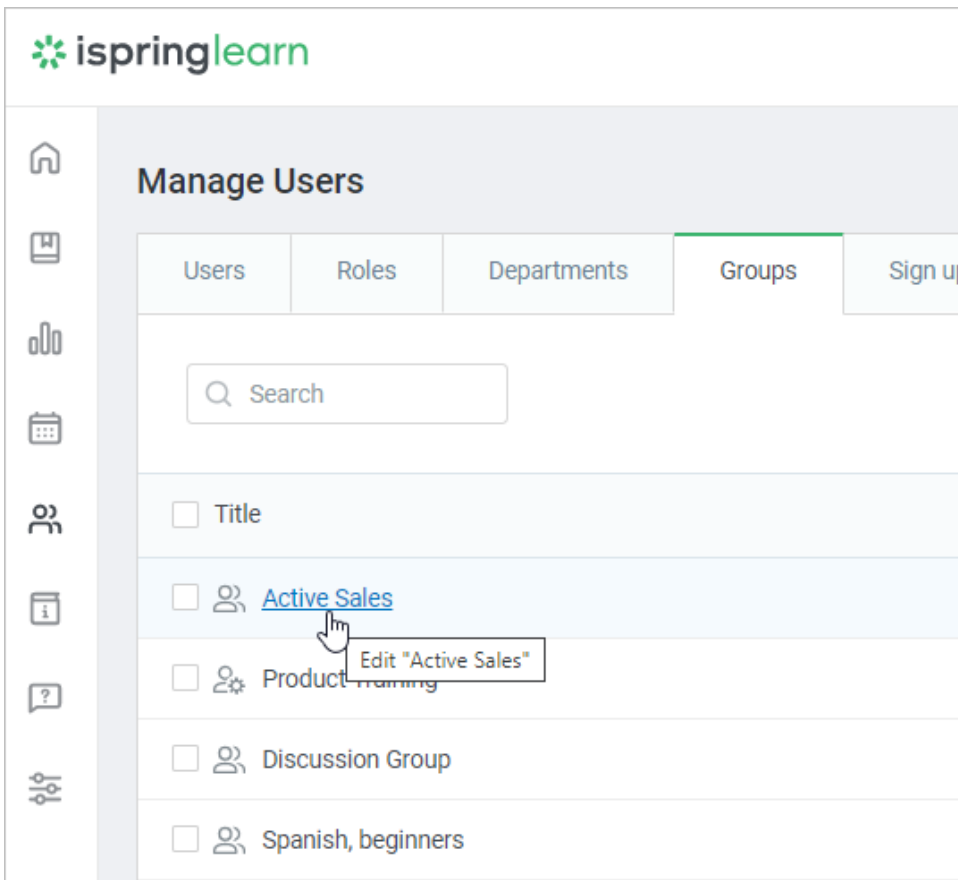


Adding and Deleting Users

- [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.

← Group Members

 **Active Sales** Rename Group

Search Add Users

<input type="checkbox"/> User Name ↓	Status	Department
<input type="checkbox"/>  Alicia Bell alicia.bell		Sales My Company
<input type="checkbox"/>  Mark Spencer mark.spencer		Sales My Company
<input type="checkbox"/>  Marsha Hunt marsha.hunt		Sales My Company

3. In the **Add to Group** 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**.

Add to Group ×

Users (0)

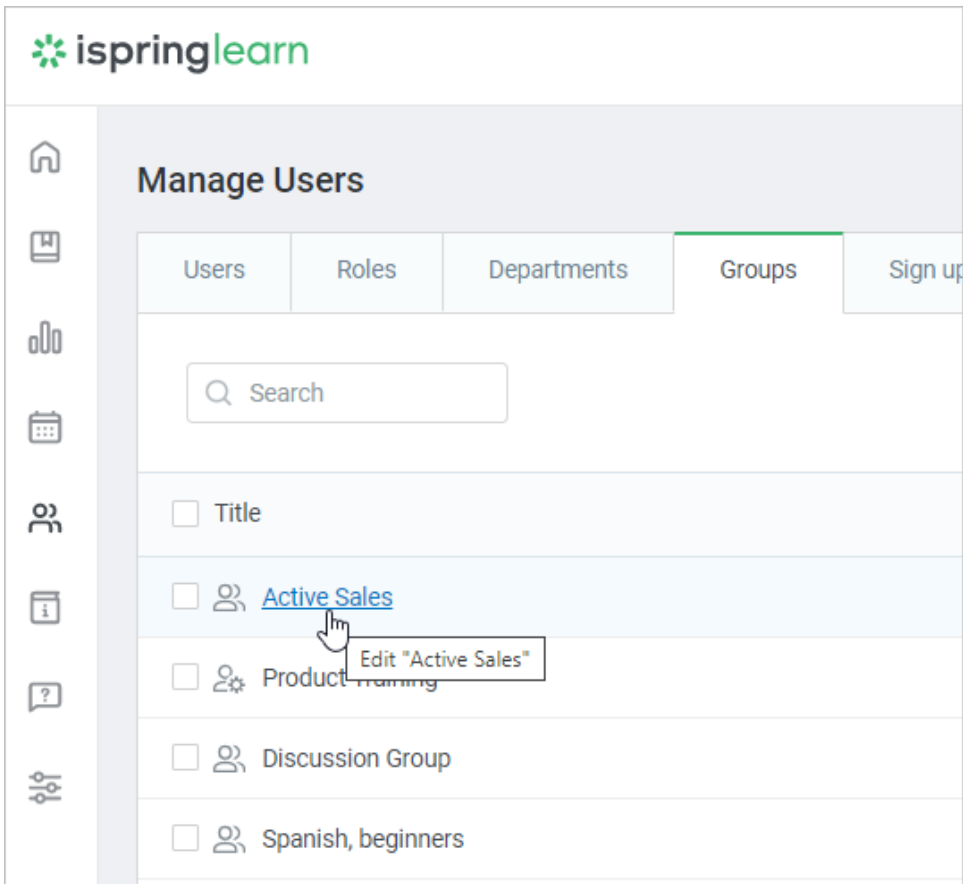
mark

Mark Spencer

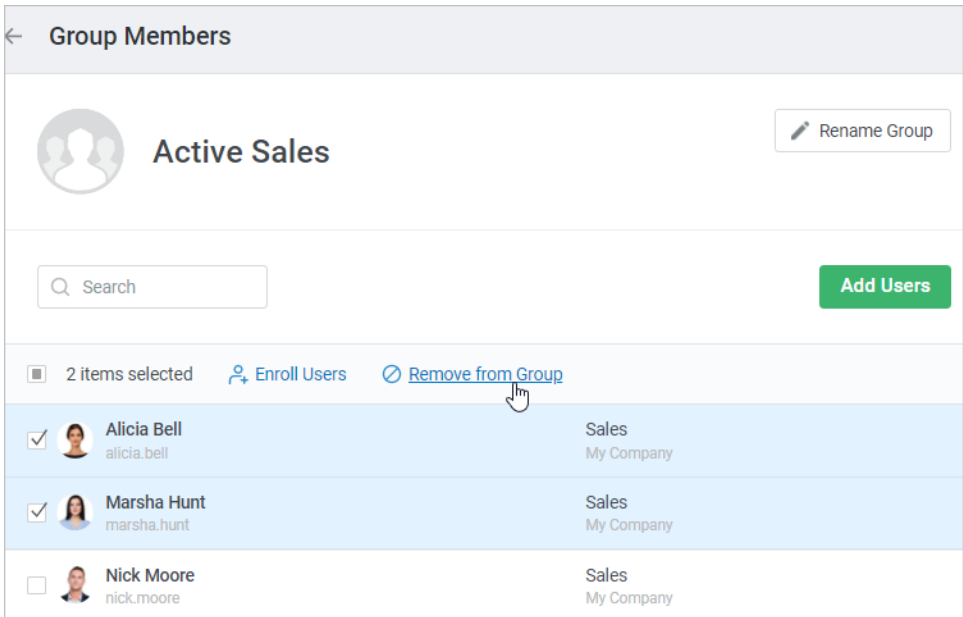
Save Cancel

Removing Users from a Group

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



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



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