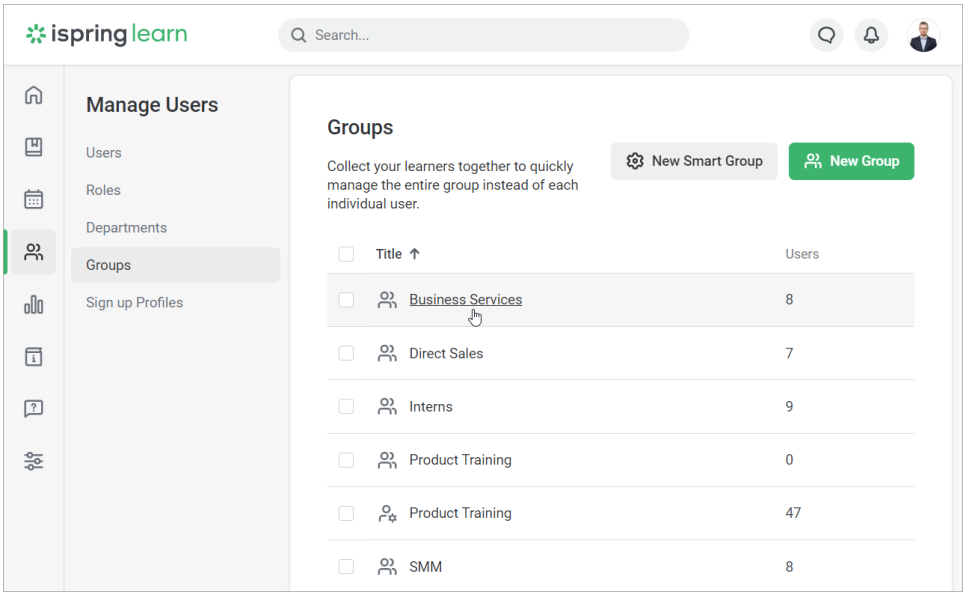
Adding and Deleting Users

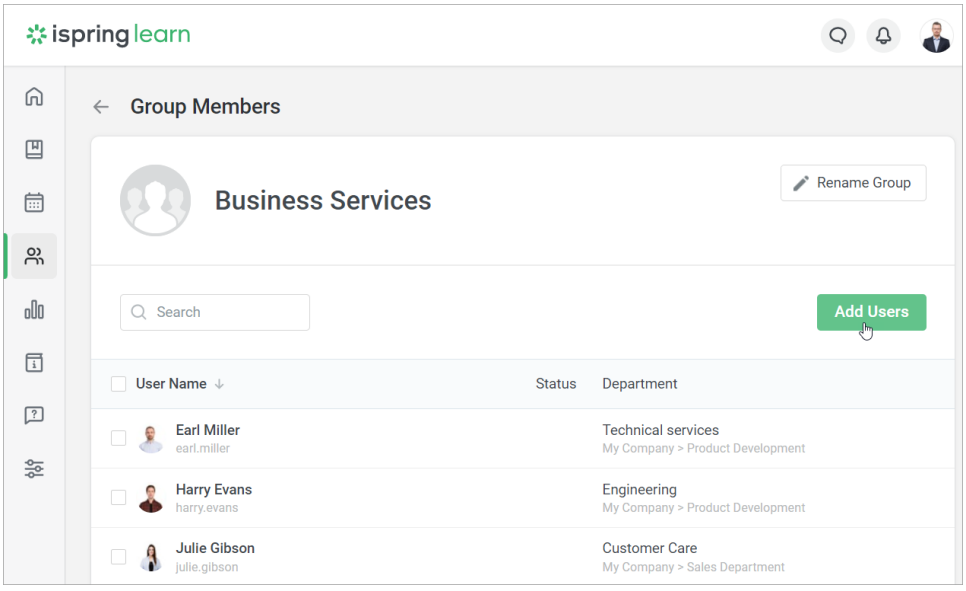
- Adding Users to Groups
- Removing Users from a Group

Adding Users to Groups

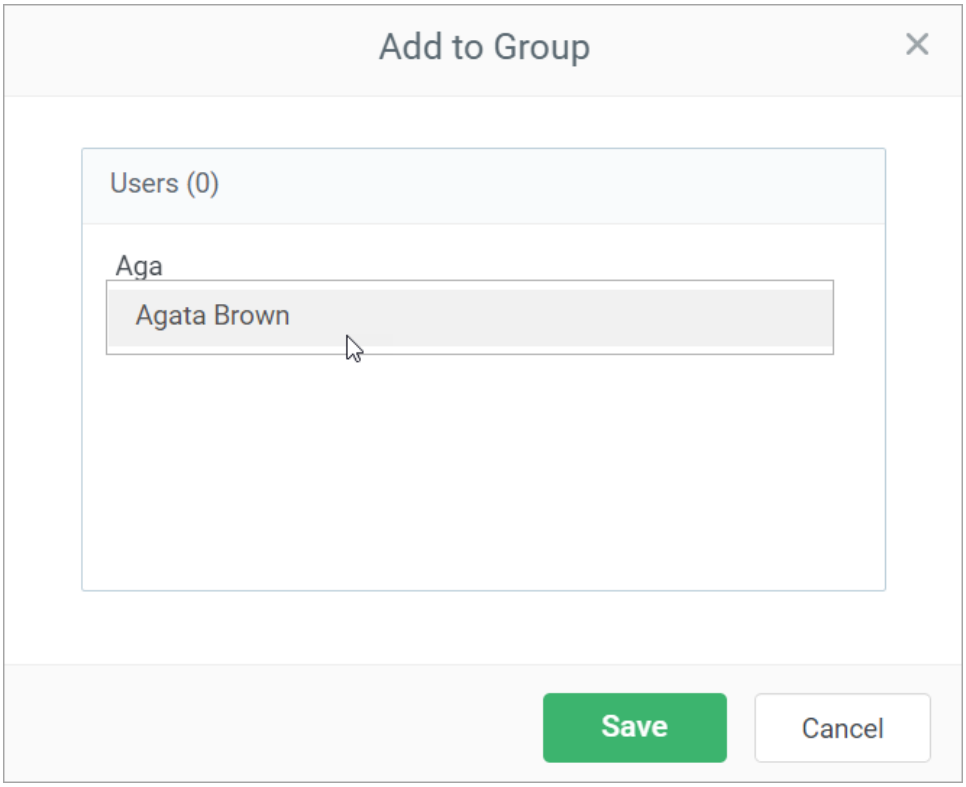
1. Go to the **Users** section, open the **Groups** tab and click a group where you want to add users.



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

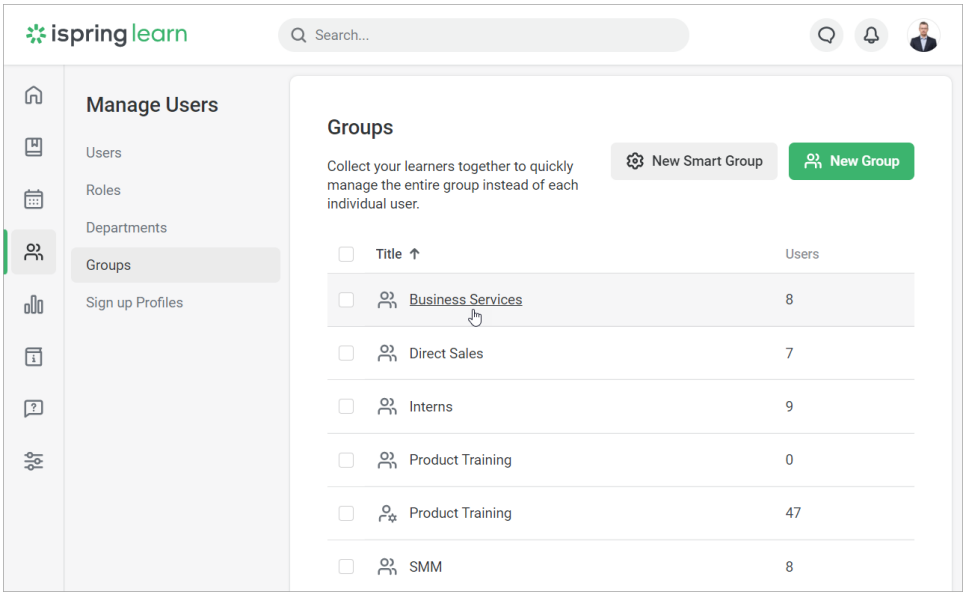


3. In the **Add to Group** window, select users you want to add to the group. Start typing their names, last names, logins, or emails and select matching names from system suggestions. Then, click **Save**.

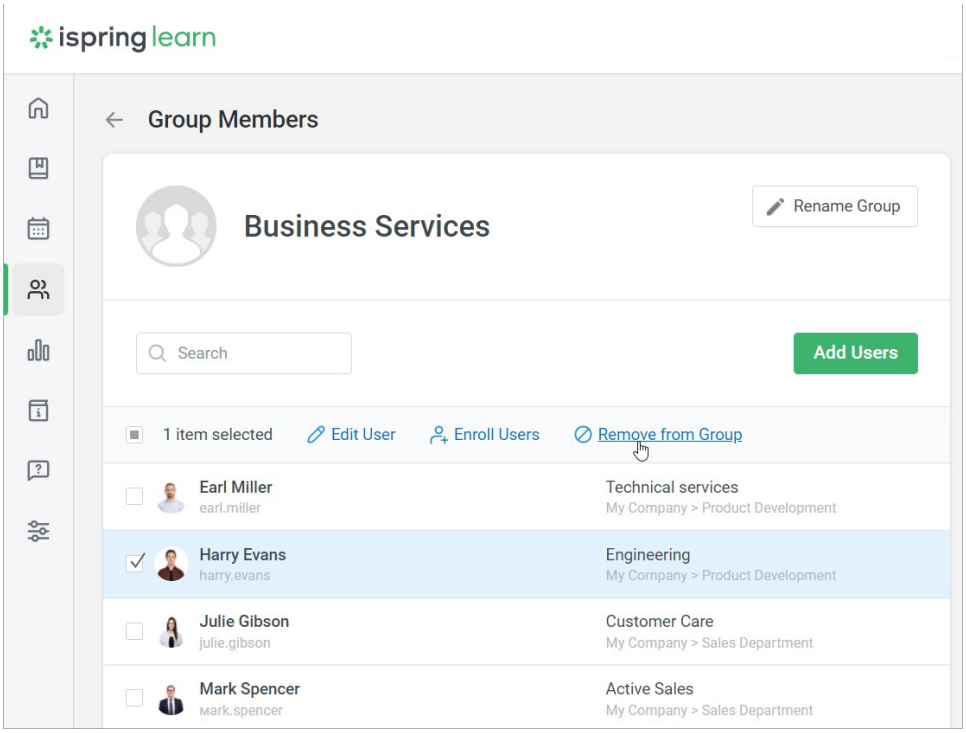
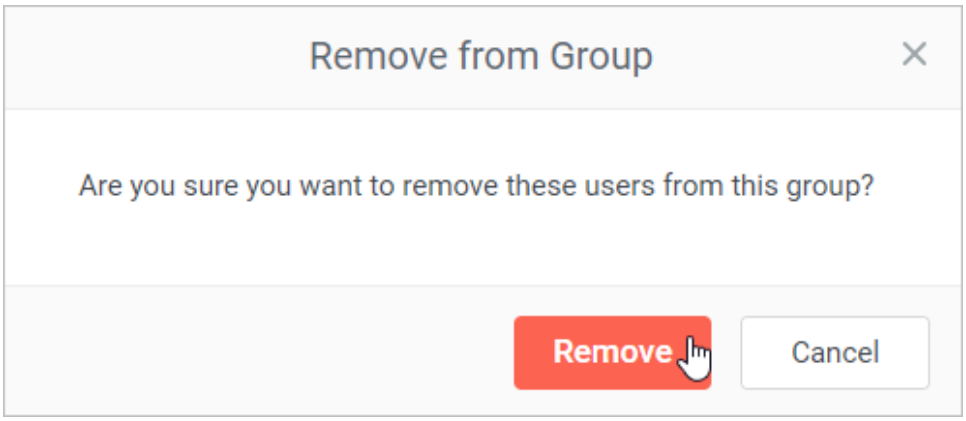


Removing Users from a Group

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 **Remove from Group** in the top menu.



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