# Assigning Users to Groups
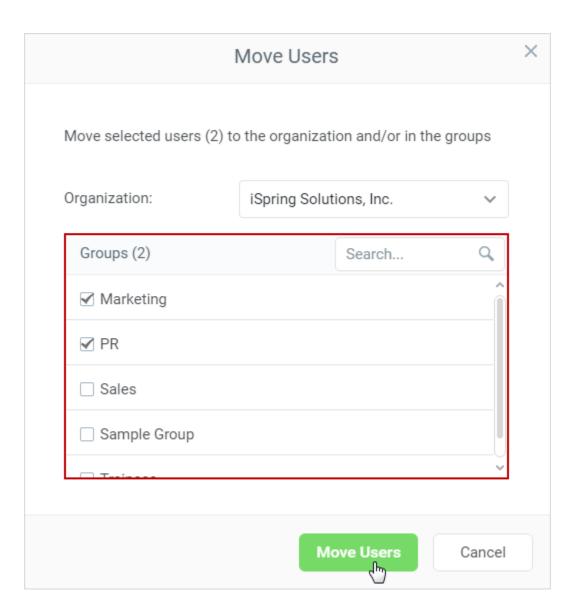
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## Adding Users into Groups in the List of Users

The easiest way to add a user or multiple users into a group is to select them right in the list of users and click **Move.**
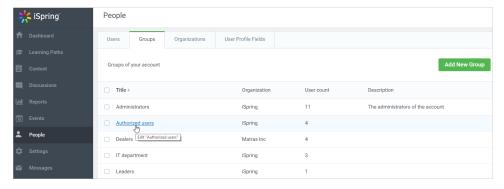


Then, in the new window, choose one or multiple groups to add users into and click **Move Users**.

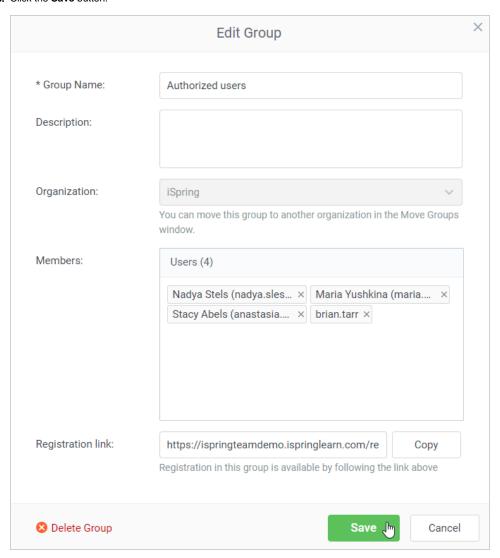## Adding Users into Groups in the Groups Section

Another way to assign users into a group includes the following steps:

1. Under the **Groups** tab, click a group name.



2. In the **Edit Group** window, type a user's name or email address in the **Members** field
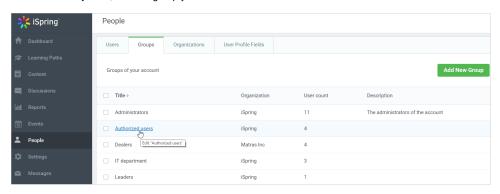
3. Click the **Save** button.



## Deleting Users from a Group

To remove a user from a group:

1. Under the **Groups** tab, select a group you want to remove users from.



2. Click the cross next to the user's name in the **Members** field.

3. Click the **Save** button.

**Edit Group** ✕

* Group Name:
Authorized users

Description:

Organization:
iSpring ⌄

You can move this group to another organization in the Move Groups window.

Members:
Users (3)

Nadya Stels (nadya.sles... ✕  Stacy Abels (anastasia.... ✕

brian.tarr ✕

Registration link:
https://ispringteamdemo.ispringlearn.com/re  | Copy

Registration in this group is available by following the link above

❌ Delete Group

Save    Cancel