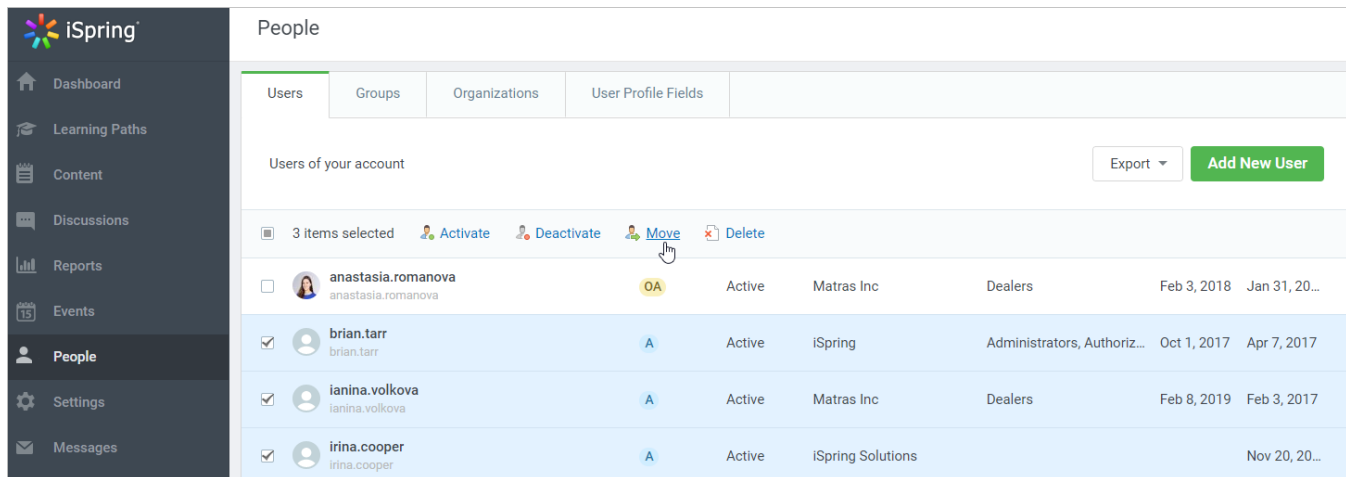


# Assigning Users to Groups

- [Adding Users into Groups in the List of Users](#)
- [Adding Users into Groups in the Groups Section](#)
- [Deleting Users from a Group](#)

## 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**.



The screenshot shows the iSpring 'People' management page. On the left is a dark sidebar with navigation links: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People (selected), Settings, and Messages. The main area is titled 'People' and has tabs for 'Users', 'Groups', 'Organizations', and 'User Profile Fields'. The 'Users' tab is active, showing a list of 'Users of your account'. At the top right of the list are 'Export' and 'Add New User' buttons. Below the list header, there are action links: '3 items selected', 'Activate', 'Deactivate', 'Move' (highlighted with a mouse cursor), and 'Delete'. The user list contains five entries:

	anastasia.romanova							
<input type="checkbox"/>	anastasia.romanova	anastasia.romanova	OA	Active	Matras Inc	Dealers	Feb 3, 2018	Jan 31, 20...
<input checked="" type="checkbox"/>	brian.tarr	brian.tarr	A	Active	iSpring	Administrators, Authoriz...	Oct 1, 2017	Apr 7, 2017
<input checked="" type="checkbox"/>	ianina.volkova	ianina.volkova	A	Active	Matras Inc	Dealers	Feb 8, 2019	Feb 3, 2017
<input checked="" type="checkbox"/>	irina.cooper	irina.cooper	A	Active	iSpring Solutions			Nov 20, 20...

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

Move Users

×

Move selected users (2) to the organization and/or in the groups

Organization: iSpring Solutions, Inc. ▾

Groups (2) Search...

☒ Marketing
 ☒ PR
 ☐ Sales
 ☐ Sample Group
 ☐ Training

Move Users

Cancel

## 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.

- Dashboard
- Learning Paths
- Content
- Discussions
- Reports
- Events
- People**
- Settings
- Messages

People

Users

Groups

Organizations

User Profile Fields

Groups of your account

Add New Group

<input type="checkbox"/> Title ▾	Organization	User count	Description
<input type="checkbox"/> Administrators	iSpring	11	The administrators of the account
<input type="checkbox"/> <a href="#">Authorized users</a>	iSpring	4	
<input type="checkbox"/> Dealers <small>Edit "Authorized users"</small>	Matras Inc	4	
<input type="checkbox"/> IT department	iSpring	3	
<input type="checkbox"/> Leaders	iSpring	1	

2. In the **Edit Group** window, type a user's name or email address 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 (4)

Nadya Stels (nadya.sles... x

Maria Yushkina (maria.... x

Stacy Abels (anastasia.... x

brian.tarr x

Registration link:

https://ispringteamdemo.ispringlearn.com/re

Copy

Registration in this group is available by following the link above

Delete Group

Save

Cancel

## 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.

iSpring

Dashboard

Learning Paths

Content

Discussions

Reports

Events

People

Settings

Messages

People

Users

Groups

Organizations

User Profile Fields

Groups of your account

Add New Group

<input type="checkbox"/>	Title ↓	Organization	User count	Description
<input type="checkbox"/>	Administrators	iSpring	11	The administrators of the account
<input type="checkbox"/>	Authorized users	iSpring	4	
<input type="checkbox"/>	Dealers	Matras Inc	4	
<input type="checkbox"/>	IT department	iSpring	3	
<input type="checkbox"/>	Leaders	iSpring	1	

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