Adding Users to a Group

All users are automatically assigned to the default group "Company". You may assign users to additional, self-created groups as well.

After you create a new group, add users to this group using the following steps:

1. Select the group in the group list that you want to assign users to.

provingimage	elizabeth waiters@acma.com - Last Login: 13/11/2018 15:28	Acme Corporation
Account	Cruste	E Group Configuration
Lusers	Company	GROUP NAME Company
 Roles Security Policies 	Marketing	GROUP DESCRIPTION
Video Metadata	Video Production	Please enter a group description.
© Channel Metadata	Product Management	Members and Roles
🗙 Metadata Localization	Content Management	
🗑 Groups	International Sales	Soft fir Last name 4 11 Q
Notifications	Administration	Elizabeth Walters
< Social Media	External Production	Seizabeth.walters@acme.com
Video Attachments	International Product Marketing	admin X
Channel Attachments	admin	Mathias Gohmann
le Access Profiles		🖉 mathias.gohmann@acme.com 🕍 Acme Corporation
Channel Access		admin 🗙
D Ad Configuration		

2. In the edit pane, click the [Add user] button. This opens a dialog box.

Add User to the Group		1	×
	Please select a user and a role.		
	Hans Breit	*	
	Proof reader	\$	
		Cancel Add user	

- 3. Select the desired user and role from the respective drop-down menus.
- 4. To confirm your selection, click the [Add user] button.

The entry now appears in the "Members and Roles" list.