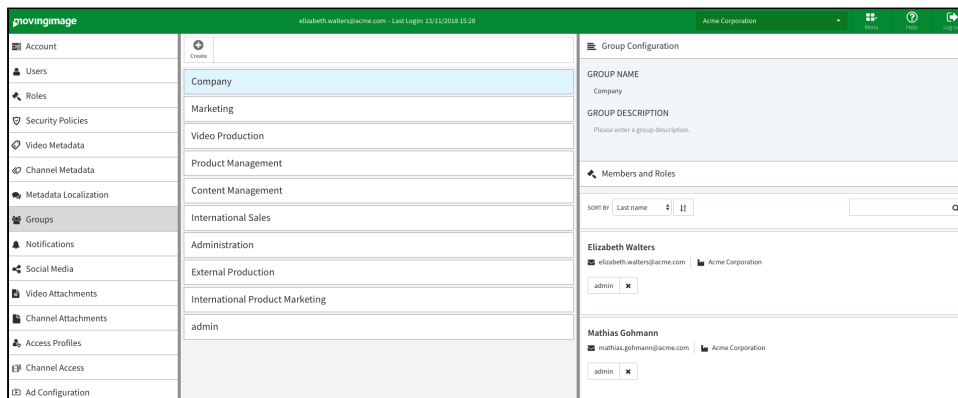


# Adding Users to a Group

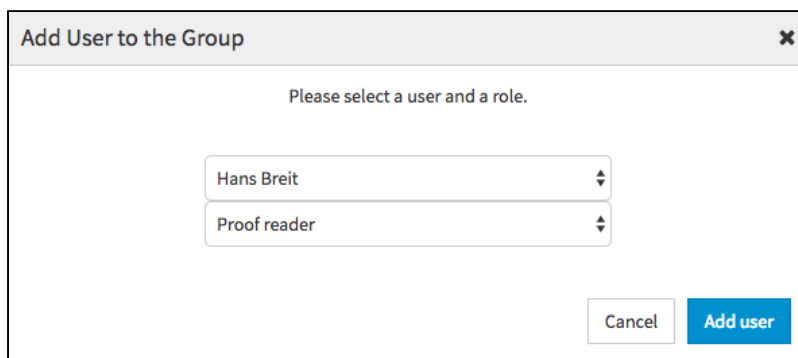
All users are automatically assigned to the default group "Company". You may assign users to additional, self-created groups as well.

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.



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



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.