Share a Group

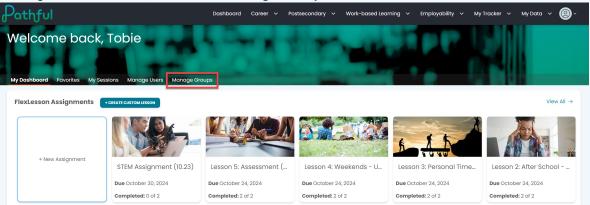
Last Modified on 10/24/2024 7:38 am EDT

You can share a new Group when you create it or share an existing Group.

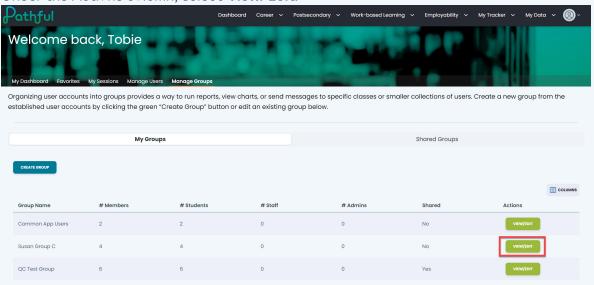
To share a Group as you create it, refer to Create a Group.

Follow the steps below to share an existing Group:

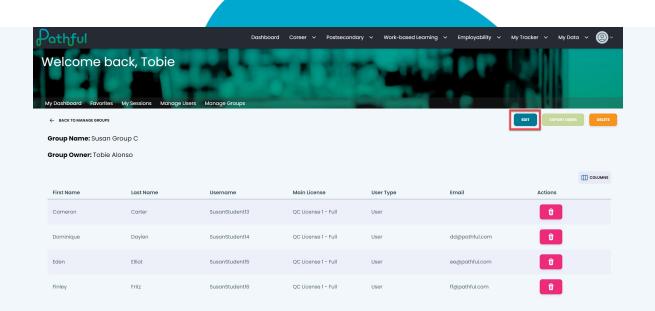
1. From your Dashboard, select the Manage Groups tab.



- 2. Locate the desired Group on the table.
- 3. Under the Actions column, select View/Edit.



4. Select Edit on the Group details page.



- 5. Select the **Share** checkbox. This will share your group with other Staff and Admin users on your license.
- 6. Select Save.

