Share a Group

Last Modified on 08/26/2024 9:55 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**.