


## Add a group on the NetExplorer platform

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## Add a group on the NetExplorer platform

As an administrator, after creating new users you will be able to integrate them into a new group or an existing one. A group contains several users. It's used to **simplify administration tasks** and can be delegated to a user who's not an administrator. The notion of group is not mandatory. We recommend it when you have many users and want to simplify administration tasks.


### To create a new group

- Go to your **NetExplorer platform, Administration section**.
- In the **Groups tab**, select  Add a group

### Add a group ×


GENERAL DELEGATES CONNECTION OPTIONS

Name of the group :

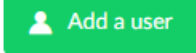



 Add a user

USER	ACTIONS
No result	

PREVIOUS NEXT

Cancel  Save

- Specify the group name you've chosen,

- To add members, click on  **Add a user**
- Select membres who'll be part of the group with button 
- Click on  **+ Pick (1)** . Your selected users are added.
- Click on  **Save**

### Sample group

You have a sales people team with whom you share documents in common. You can create a group called "Sales Department" and add your sales representatives' user accounts.

Advantages:

- **Facilitates the documents or files** sharing and distribution .
- **You save time** by indicating to the group and not to each user the access rights and the email alerts.

## Notes

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- Even if rights access to a folder are assigned to a user through his group, you can redefine them by adding or removing rights directly with his user account.
- Once the group has been created, it must be assigned rights. To do this, you must configure the rights access to the group directly on the folders in the LIBRARY.