



Add collaboration group

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Prerequisites

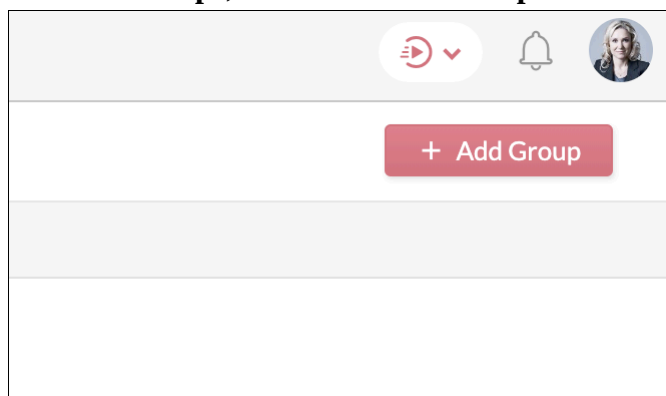
Permissions required to perform this action :

- Add groups

Add collaboration group:

1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.

1. Go to **Groups**, then click **Add Group**.



2. Enter the group's *Name*, *Description*, and *Email Address*. The group email address will act as an email alias for all the users in the group.

3. Choose **Collaboration Group** under *Type*.

4. Assign Moderators and Members to the group.

- **Moderators** of the group can add or remove users and manage group settings.
- **Members** are the non-privileged users present in the group.

Add Group

Group Name

Human Resources, Planning Committee, etc.

Email Address

john.smith

@zylker.app

Description

Type

☒

Collaboration Group

A user can belong to multiple groups.

☐

Department

A user can belong to only one department.

Moderators

Members

Moderator has the privileges to add or remove members and manage group settings.

Add

Cancel

5. Click **Add**.