

Add users to group

^ Table of contents

▸ Prerequisites


▸ Add users to groups:

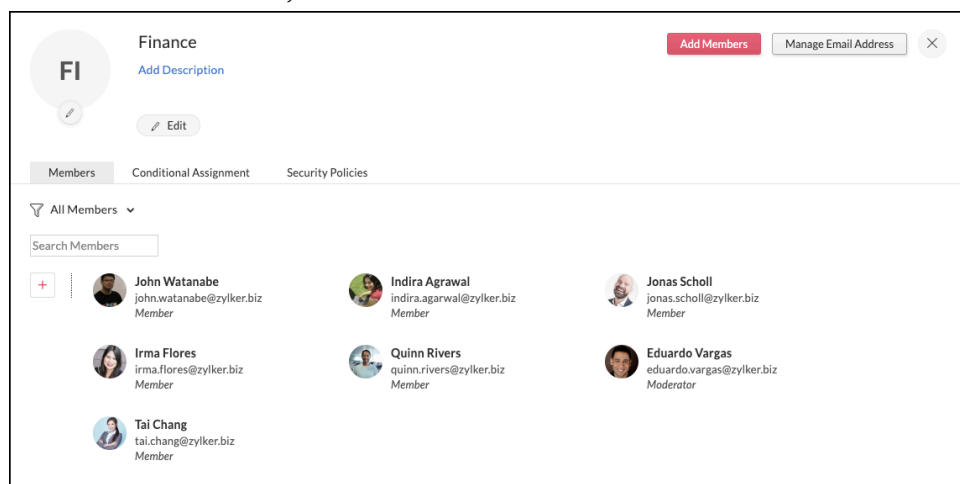
Prerequisites

Permissions required to perform this action :

- Add groups

Add users to groups:

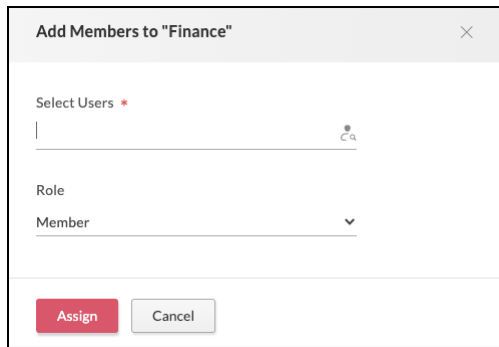
1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.
2. Go to **Groups**, then click the group that you need to add users to.
3. Click **Add Members**, then select the users to be added.



4. Assign their role in the group.
 - **Moderators** can add or remove members and manage the group's settings.
 - **Members** are the non-privileged users present in the group.
 - **Followers** are only available in departments. There may be cases where a user needs to be part of multiple departments. For example, support agents might need to stay in touch with the Production and Management teams in order to keep their knowledge bases updated. In those cases, the user can

be added to additional departments as a follower. They will have access to all the resources of the additional departments, but will only be considered a Member of their primary department.

5. Click **Add**.



The screenshot shows a dialog box titled "Add Members to 'Finance'" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Select Users" with a red asterisk. Below this label is a search bar with a magnifying glass icon and a small "C" icon. Below the search bar is a "Role" dropdown menu currently set to "Member" with a downward arrow. At the bottom of the dialog are two buttons: "Assign" (highlighted in red) and "Cancel" (grey).