Zoho Corporation

Convert collaboration group to department

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Prerequisites

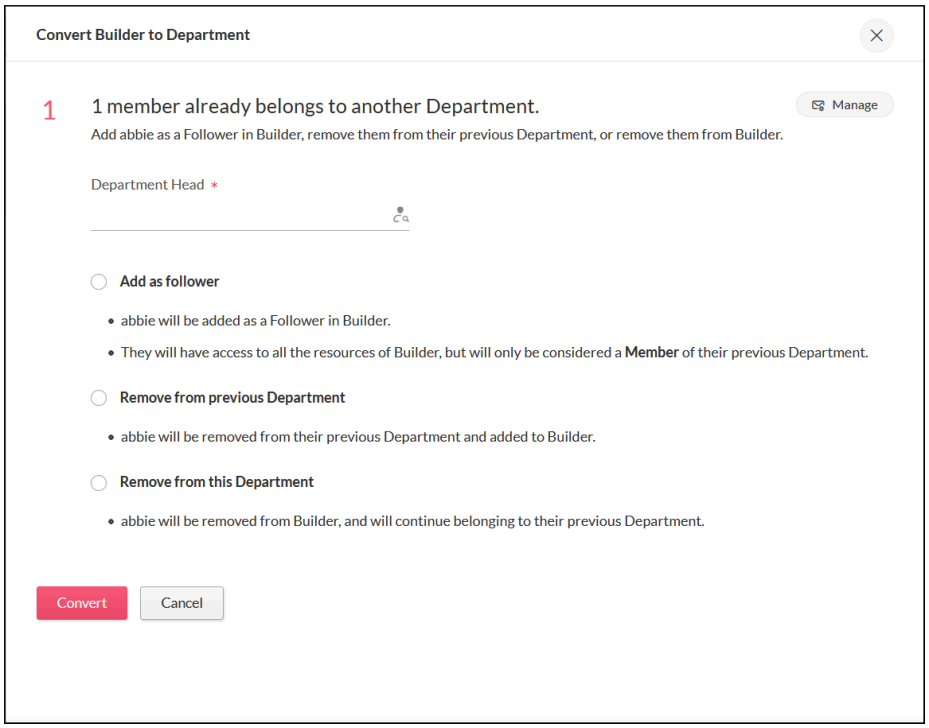
Permissions required to perform this action :

- Edit group role
- Add users to groups

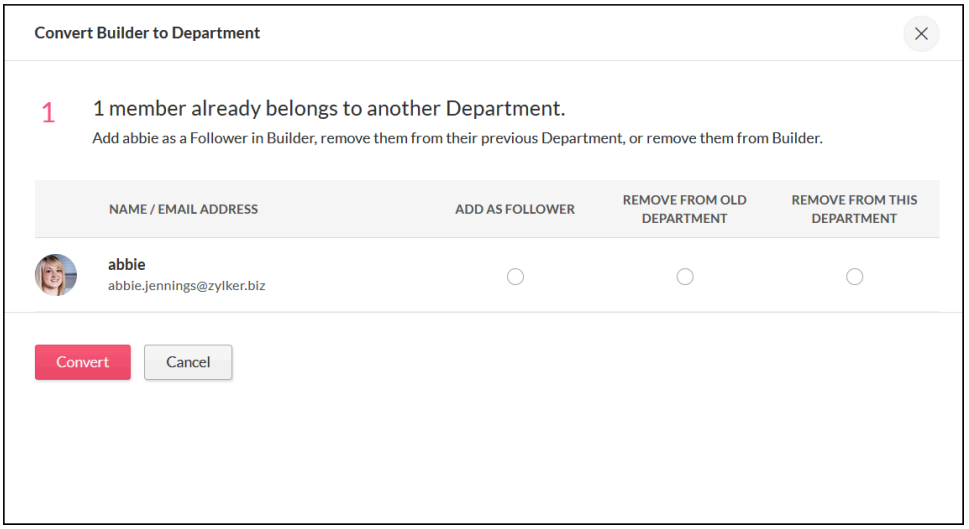
Convert collaboration group to department:

1. Sign in to Zoho Directory, then click **Admin Panel** in the left menu.
2. Go to **Groups**, then click on the group you want to convert as a department.
3. Click **Convert to Department**.
4. Enter the name of the department head in the *Department Head* field.
5. If one or more group members are present in other departments as Moderator or Member, there will be a conflict when adding those members to this department. To resolve the conflict:
   - Check **Add as follower** to convert all the conflicting members in the group to followers of this department. They will have access to all the resources of this department, but will only be considered members of their primary department.
   - Check **Remove from previous Department** to remove all the conflicting members in the group from their previous departments and retain them as members of this department.
   - Check **Remove from this Department** to remove all the conflicting members from this department. They will continue to remain a Member in their primary department.

   NOTE: All the other non-conflicting members of the group will be considered Members of this department.



6. If a specific action has to be chosen for a specific conflicting member of the group, click **Manage**. Choose one of the above options, then click **Add**.



> **NOTE**: If none of the above options is chosen, then all the members of the group will be converted to followers of this department by default.

7. Click **Convert**.