

Create and manage Groups in your Team

Create Groups in WorkDrive based on member roles or profiles and easily add the Group members to Team Folders.

Create a Group

1. Click your profile picture in the top-right corner, then select **Team Details**. By default, the *MEMBERS* tab will be selected.

- 2. Select the **GROUPS** tab.
- 3. Click the + **GROUPS** button in the top-right corner.

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TEAN			Sales Team	
			Description(optional)	
			Group for Sales Professionals	

			Add members	
			🐖 Mustafa × 💀 Scott Fisher × Group Member *	
			CANCEL CREATE	

- 4. Enter a Group name.
- 5. Enter a description if needed.

6. Add members by entering their name or email address, then assign each a Group role: Group Admin or Group Member.

- A **Group Admin** can add new members to the group, change member roles, and remove members from the group. They can also edit the Group Info (name and description).
- A **Group Member** can only view the list of the members in their Groups

7. Click CREATE.

You can now view and manage the Groups in your team from the Team Groups tab.

- Only Team Admins can create Groups in WorkDrive
- You can assign users to multiple Groups and they can access data according to the permissions assigned to each Group
- The Groups feature is available in all <u>WorkDrive plans</u>.

Manage Groups

1. Click your profile picture in the top-right corner, then select **Team Details**.

By default, the *MEMBERS* tab will be selected.

- 2. Select the **GROUPS** tab.
- 3. Hover over a Group and select the (...) icon.
- 4. Click **Edit Group** to change the Group name and description.
- 5. Click Manage Members to add new members, change member roles, and remove members from the Group.
- 6. Click **Delete Group** to remove the Group from your team.

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- Only Group Admins can edit Group Info, manage members, or delete Groups
- When a Group is deleted from a Team, all members will lose access to the associated Team Folders where they have been added.

(i) WorkDrive Groups and Org Groups

- Groups created within the WorkDrive app are said to be **WorkDrive Groups**. These Groups can't be used in other Zoho apps.
- Org Groups created in Zoho One (Collaboration Groups, not Department Groups), Zoho
 Workplace, and Zoho Directory can be used to assign or add Group members to WorkDrive and other Zoho apps.

Also read:

Add Groups to a Team Folder Share a file or folder with Groups