

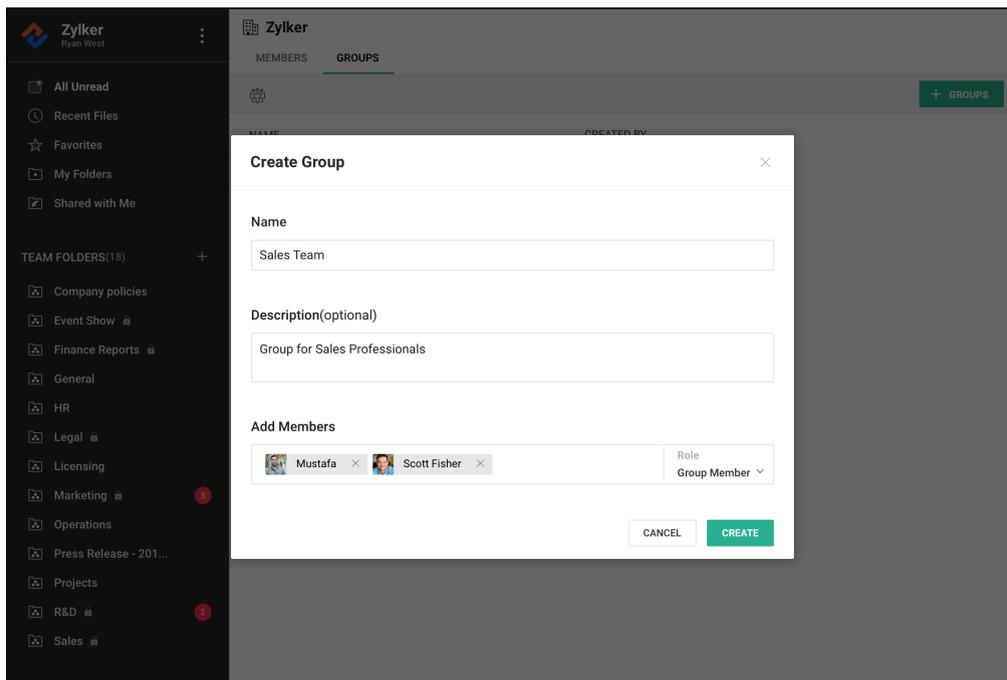


# Create and manage Groups in your Team

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.



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 [WorkDrive plans](#).

## Manage Groups

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

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

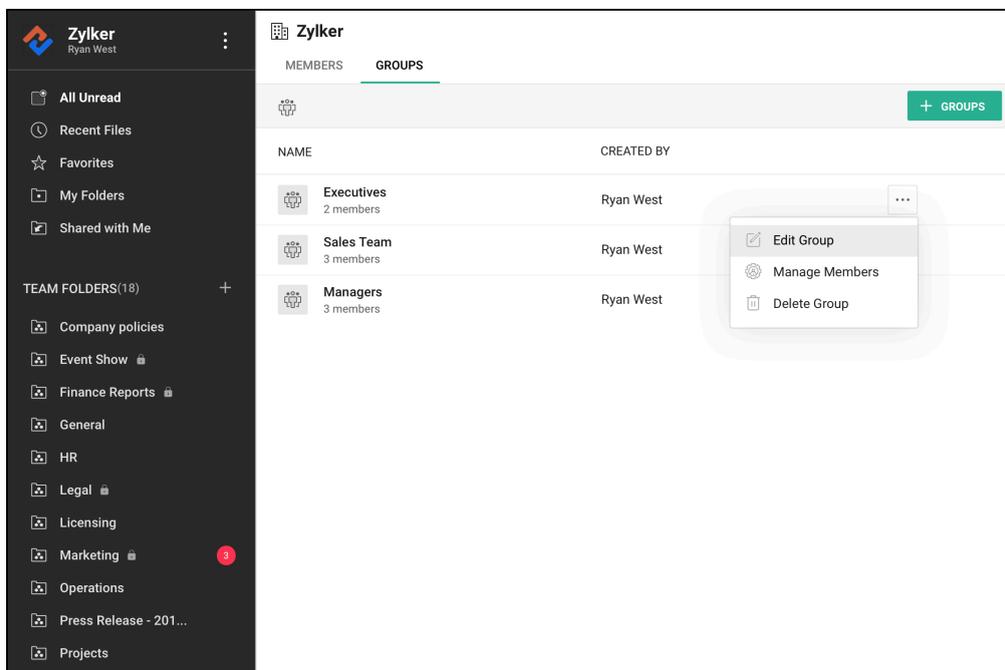
2. Select the **GROUPS** tab.

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.





- 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.

### ① **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](#)