



## WHERE IS IT?

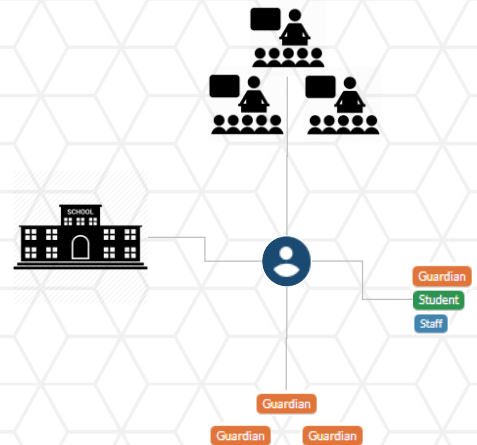
To access User Groups :



Administer > Advanced Options > User Groups

## User Groups

1. Go to User groups in Administer/Adv Options
2. Open CREATE NEW GROUP
3. Enter a *Name*, and select *Distribution* from the drop down menu
4. User selection is set to *Fixed members* only, meaning that you can manually determine membership
5. Go to Members tab and search and add members within your school
6. Save by pressing CREATE



*Distribution groups do not affect access levels. They are only used in communications*

## GOOD TO KNOW

- Distribution groups show in the security tab of the user, if they are not visible then uncheck restricted view from their configuration page
- Distribution groups are used in the [People picker](#) for announcements
- Different user types can be grouped in one distribution group (students with Teachers for example)
- Remove members from their security tab directly by pressing **X**

### Links to User Profile knowledge base guides

User groups

Announcements

*If this guide is printed, you can find these articles by searching for the above titles at [support.msm.io](http://support.msm.io)*

