



WHERE IS IT?

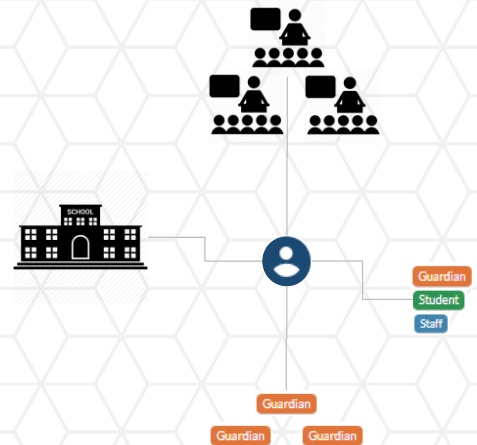
To access User Groups :



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*. Names **must be unique** for the entire system, so add your *school name* and *level*
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**
- Names must be unique for the system

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

