

## Users and Groups

# Change a user's group membership

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You can move users from group to group, add them to a new group, or remove them from an existing group.

You can also change the default group to the group that by default is associated with the user's files.

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### 1 Log in as root on any network computer.

If you don't log in as **root**, you can type the **root** password when you start UserManager.

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### 2 Double-click UserManager in /NextAdmin.

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### 3 Choose User submenu-arrow8.tiff ↵ Open from the UserManager menu.

794249\_PointDashedRule3Black.eps ↵

### 4 Select the domain where the user account is stored, select the user account you want to change, and click OK ;../Reference/Tools/UserManager/UserManagerPanels/SelectNIDomainPanel.rtf;;↵.

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- 5 Choose Groups from the pop-up list in the user's window  
;../Reference/Tools/UserManager/UserManagerPanels/NewUserWindow.rtf;↗.

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- 6 Select a domain and a group, and then click Add, Remove, or Make Default.

When you click Add, a check mark appears next to the group. You can add the user to as many groups as you want.

When you click Make Default, a star appears next to the group. (Be sure you click Add to add the user to the group before you click Make Default.)

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- 7 Choose User 524662\_submenu-arrow8.tiff ↗ Save from the UserManager menu.

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- 8 Click OK to confirm the new user information.

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**Related topics** (*click a LinkDiamond.tiff ↗*)

706575\_pt-Xref-Rule2.eps ↗

### Concepts

Before you change user groups, be sure you understand how your changes can affect file permissions.

;AboutUsersAndGroups.rtf;;¬ **About users and groups**

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**How to**

Need to change other account information?

;ChangeUserAccount.rtf;;¬ **Change a user account**

Want to remove an individual user account altogether?

;RemoveUserAccount.rtf;;¬ **Remove a user account**