

Users and Groups

Add a group

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You can create user groups to help users manage their files and to promote system security.

Every file and folder is associated with a group, and its owner can grant permission for all members of the group to read or write in it.

You use the UserManager application to add user groups.

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BEFORE YOU START: Plan your groups and decide where they fit in the domain structure of your network ;AboutUsersAndGroups.rtf;Network accounts;↵.

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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 Group *submenu-arrow8.tiff* ↗ New from the UserManager menu.

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4 Select the domain where you want to create the group and click OK.

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5 Enter the group information in the New Group window

**;[../Reference/Tools/UserManager/UserManagerPanels/GroupWindow.rtf](#);;
↗.**

You can enter a unique group name and a description in the New Group window. The group name should be all lowercase with no spaces or special characters. The description is optional.

UserManager automatically assigns a unique group ID number. Don't change this number.

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6 Choose Group *708227_submenu-arrow8.tiff* ↗ Save from the UserManager menu.

The User Authentication panel may appear. If so, enter the domain password and click Login.

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Related topics (*click a [LinkDiamond.tiff](#) ↗*)

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Concepts

Groups are an important part of the network structure. If you're

not sure how to plan them, take a few minutes to review some of the basics.

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

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How to

Reorganizing? You can remove groups when they no longer match your organizational structure.

;RemoveGroup.rtf;;¬ **Remove a group**

Need to move a user from an old group to the new group?

;ChangeGroupMembership.rtf;;¬ **Change a user's group membership**