

[Documentation](#) → [Modules](#) → [Account Settings](#) →

# Groups



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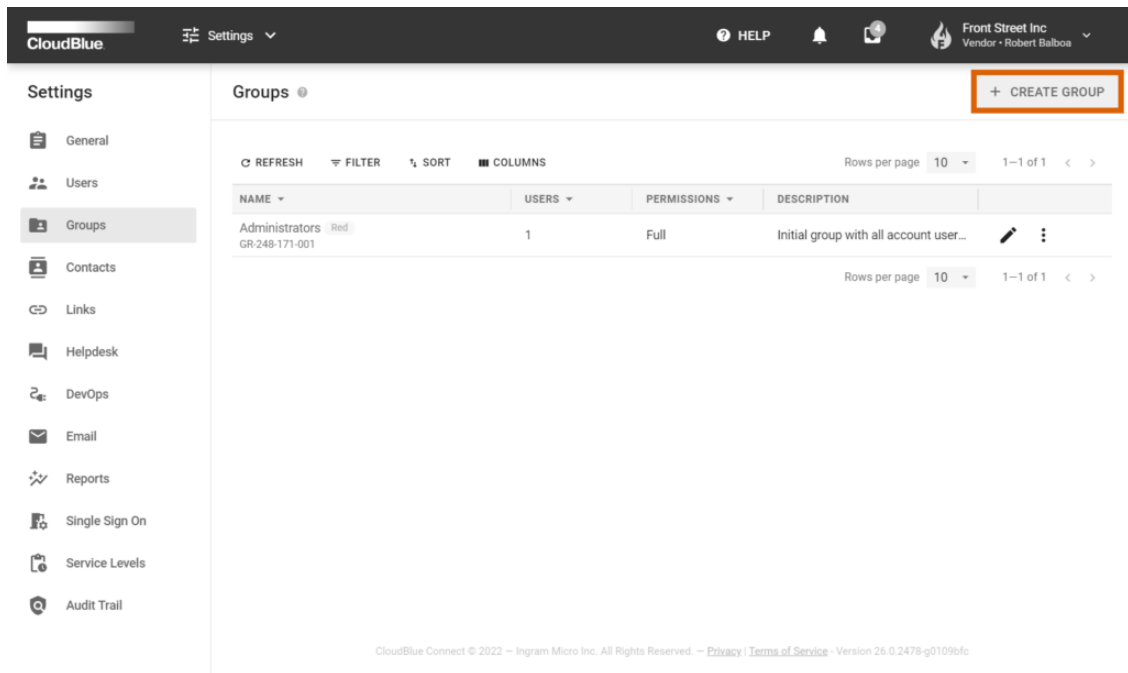
Access the **Groups** menu to create a new group of users, manage group permissions, add existing users to a group or delete groups from the account.

By default, the system provides a group that is called “Administrators”. This group includes all permissions that can be manually adjusted. Group permissions define what Connect modules are available for your specified group of users. Therefore, your users can access Connect modules that are included in their group permissions and cannot access excluded modules.

The following instructions showcase how to add groups to your account, manage your groups, and adjust group permissions on the CloudBlue Connect platform.

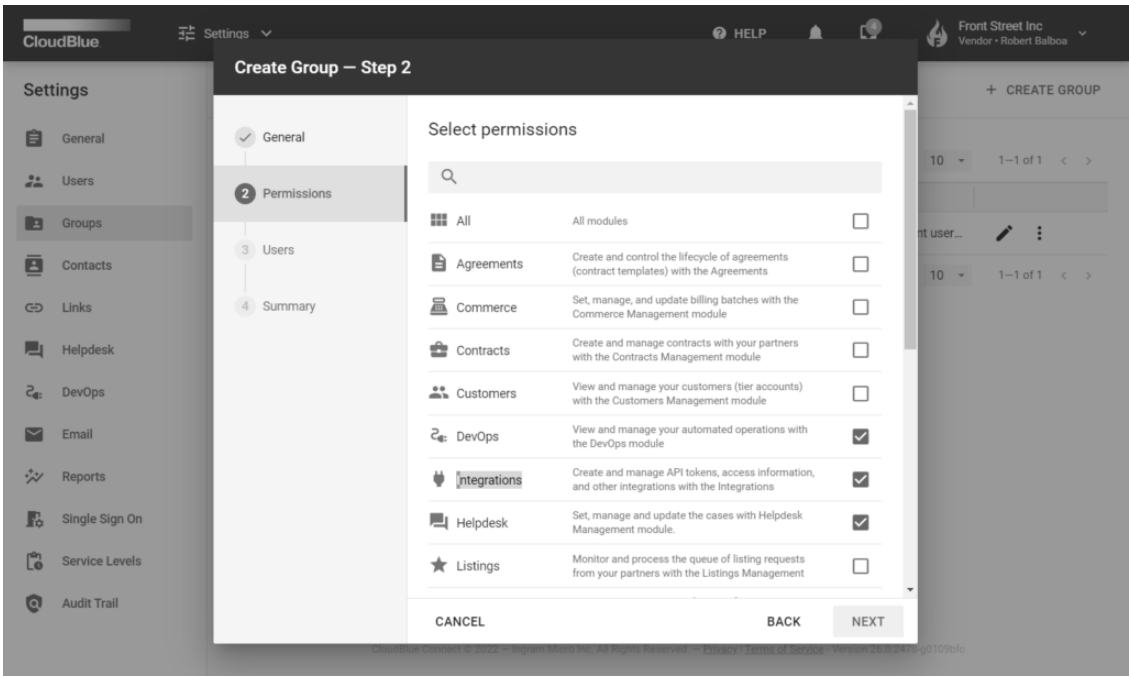
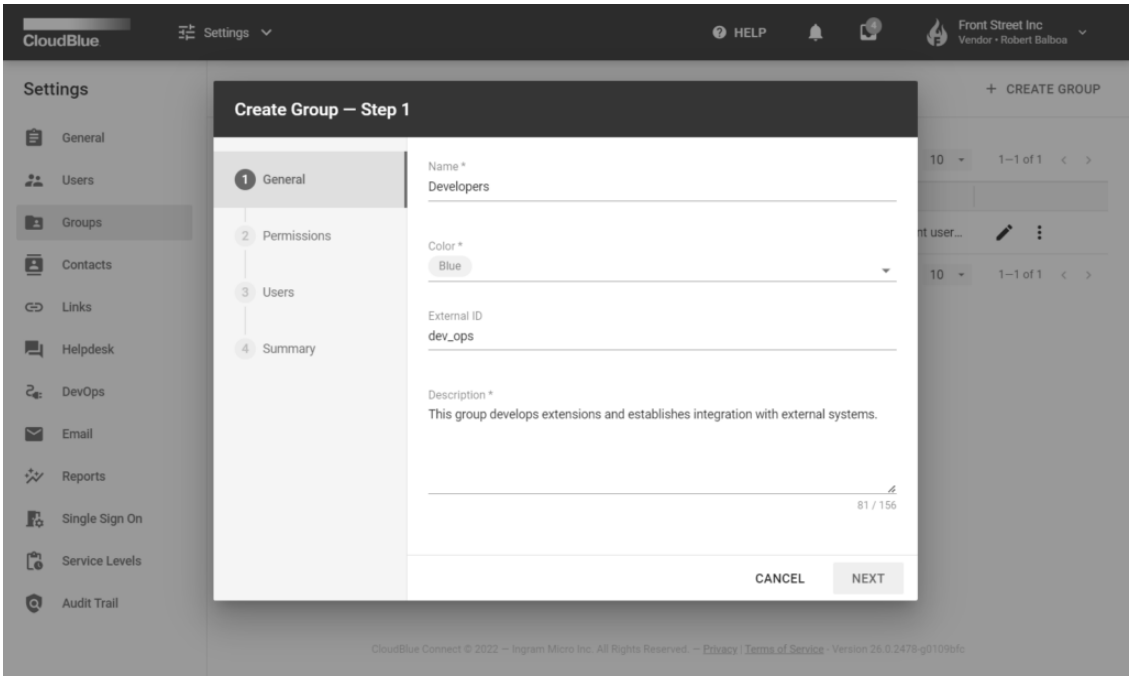
## Adding Groups

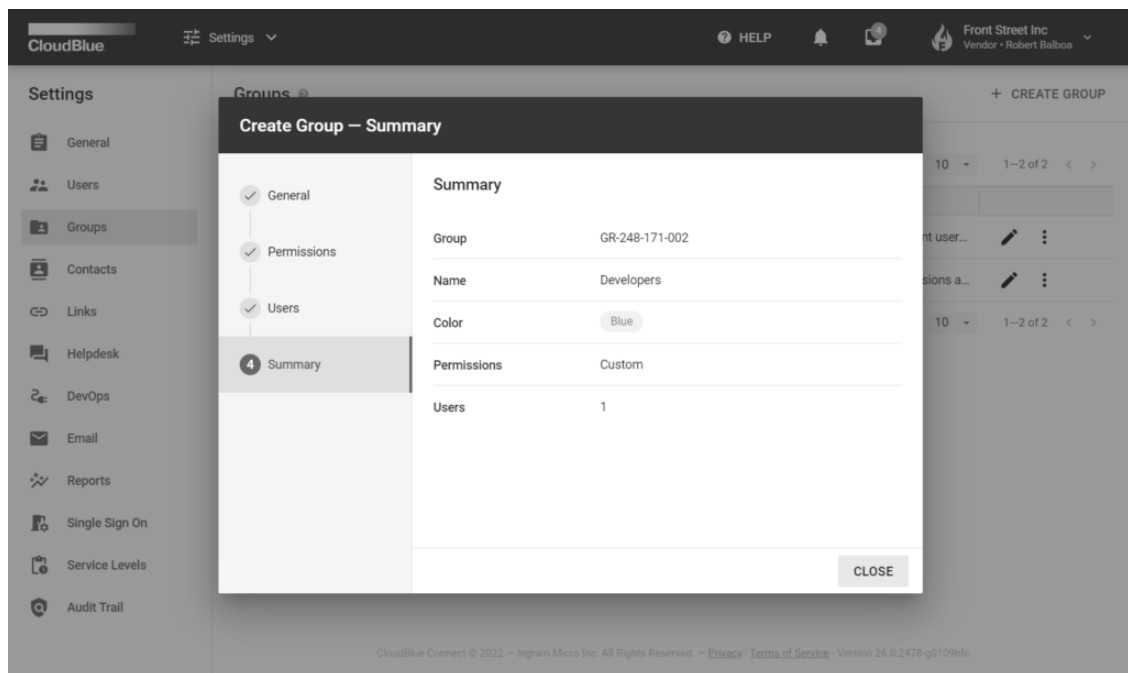
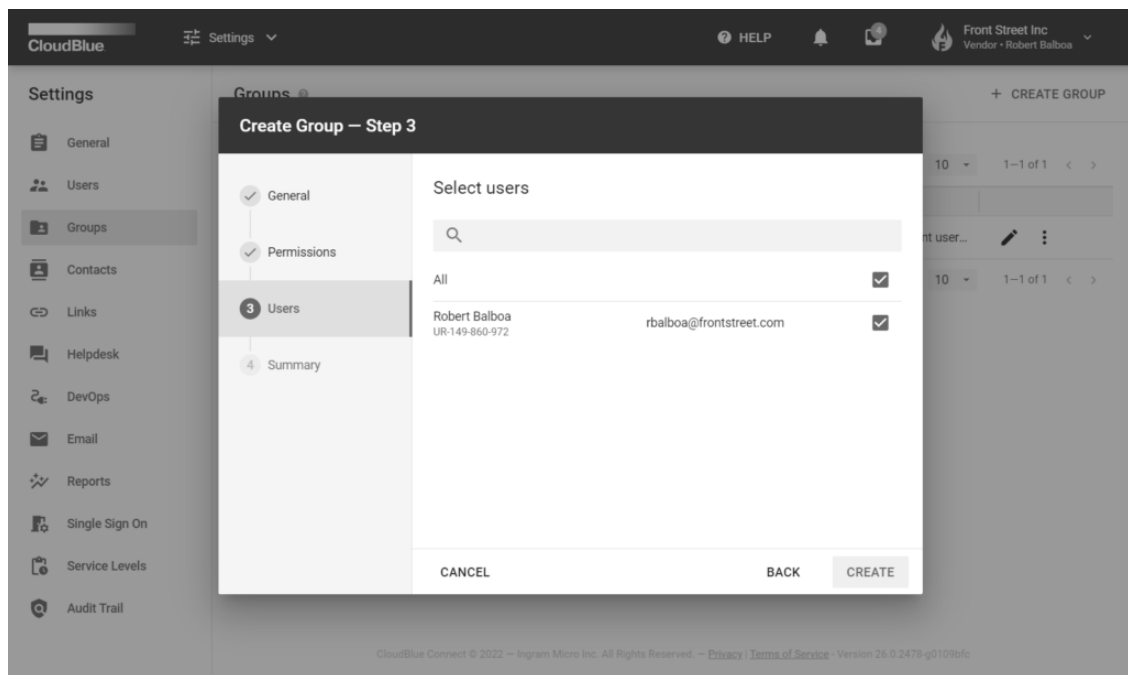
Click the **Add Group** button to launch a group creation wizard. The following wizard steps help you configure a new group:



The screenshot shows the CloudBlue Groups management interface. On the left is a sidebar with a 'Settings' menu containing options like General, Users, Groups (highlighted), Contacts, Links, Helpdesk, DevOps, Email, Reports, Single Sign On, Service Levels, and Audit Trail. The main area is titled 'Groups' and features a '+ CREATE GROUP' button in the top right corner. Below this is a table with columns: NAME, USERS, PERMISSIONS, and DESCRIPTION. The table contains one entry: 'Administrators' with ID 'GR-248-171-001', 1 user, and 'Full' permissions. The description is 'Initial group with all account user...'. The interface also includes a top navigation bar with the CloudBlue logo, a 'Settings' dropdown, and user information for 'Front Street Inc'.

NAME	USERS	PERMISSIONS	DESCRIPTION
Administrators GR-248-171-001	1	Full	Initial group with all account user...

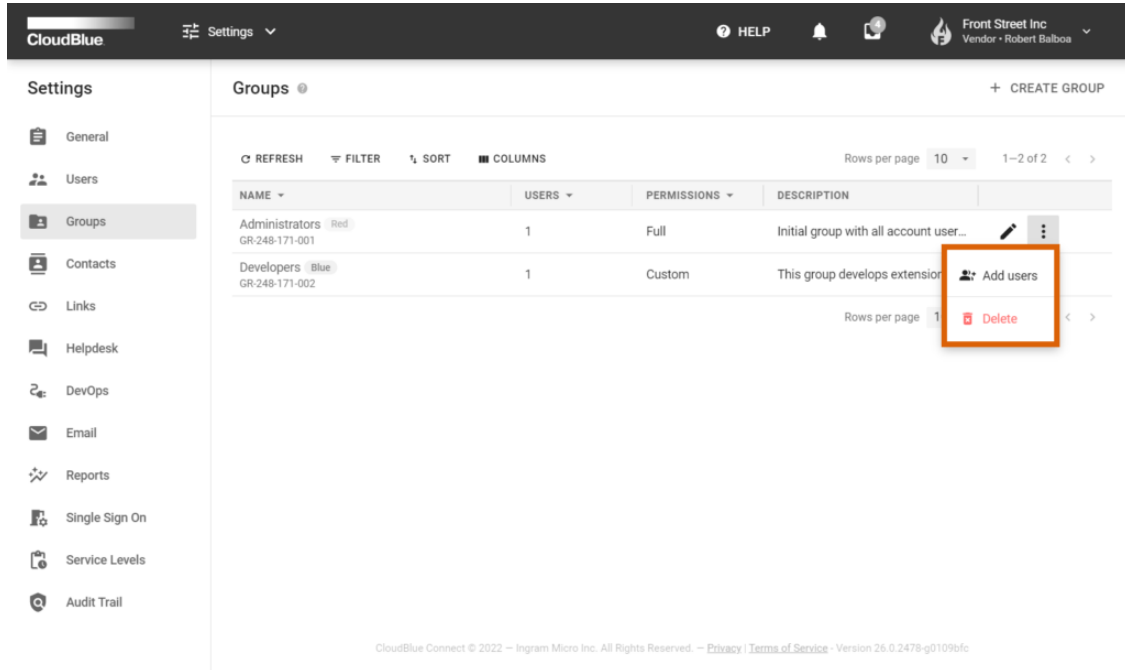




1. **General:** Define your group name, color marker in the UI, description and external ID.
2. **Permissions:** Select required group permissions depending on the group functions.
3. **Users:** Select available account users.
4. **Summary:** Review your created group summary screen.

## Manage Your Groups

Locate your group and click the vertical ellipsis ( ⋮ ) icon on the corresponding row:



The screenshot displays the CloudBlue Groups management page. On the left is a sidebar with navigation options: Settings, General, Users, Groups (selected), Contacts, Links, Helpdesk, DevOps, Email, Reports, Single Sign On, Service Levels, and Audit Trail. The main content area is titled 'Groups' and includes a '+ CREATE GROUP' button. Below this is a table with columns: NAME, USERS, PERMISSIONS, and DESCRIPTION. The table contains two rows: 'Administrators' (Red) and 'Developers' (Blue). The 'Developers' group is selected, and a context menu is open showing 'Add users' and 'Delete' options. The 'Delete' option is highlighted with a red box.

NAME	USERS	PERMISSIONS	DESCRIPTION
Administrators GR-248-171-001	1	Full	Initial group with all account user...
Developers GR-248-171-002	1	Custom	This group develops extension...

Thereafter, click **Delete** to remove this group or click **Add users** to assign new users to your selected group.

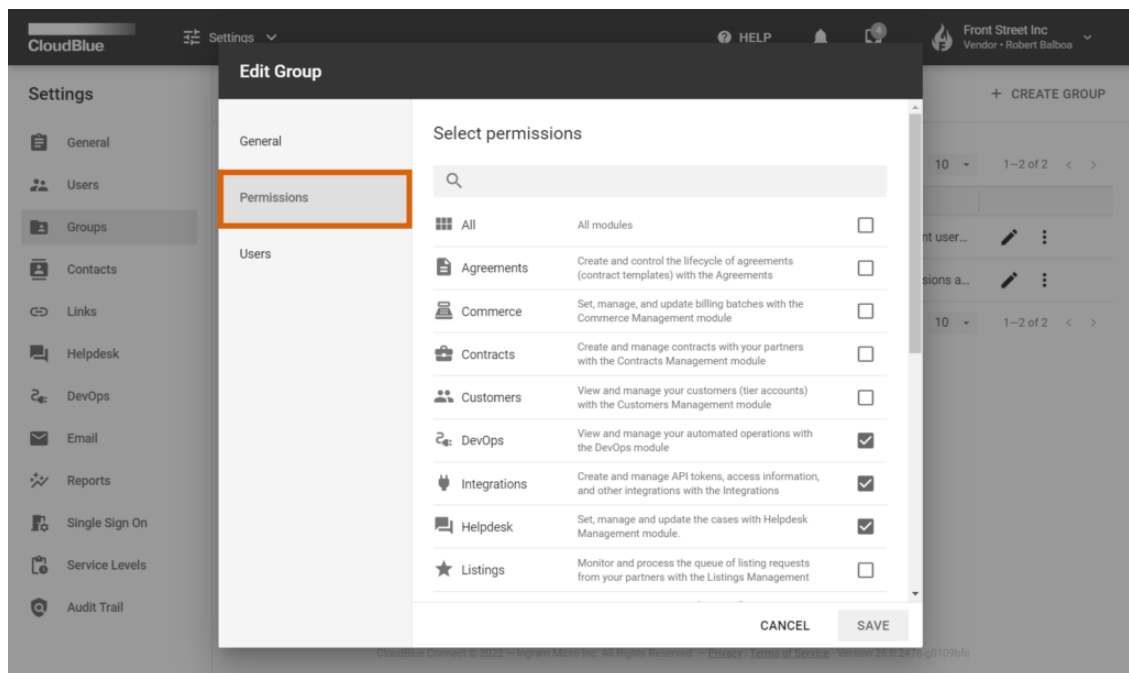
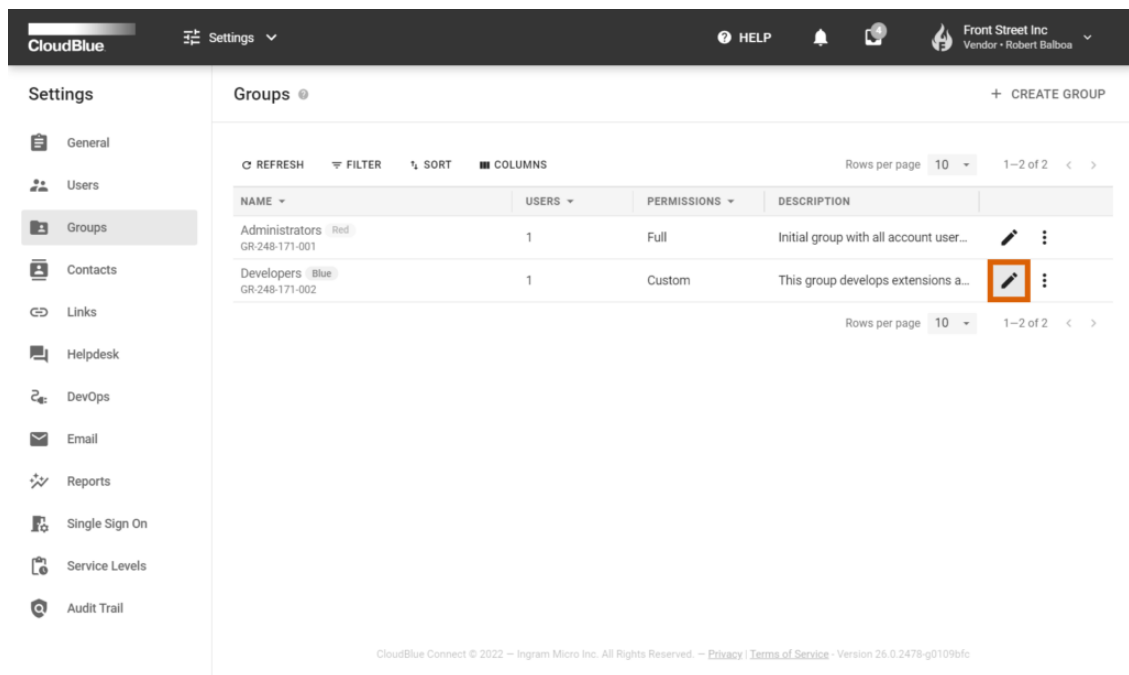


### Users and Groups

Note that each user must belong to at least one group. Therefore, make sure to assign your new users to a right user group with relevant permissions.

## Editing Groups

Edit permissions, included users and other general group data by clicking on the **edit** icon next to your selected group.



For instance, in case you need to change group permissions, navigate to the **Permissions** tab and exclude or include required Connect modules in the list.

Make sure to click the **Save** button to save your adjustments.