High Ground University

How to Manually Add Groups

From time to time you might find yourself needing to send a message to a certain amount of people who do not currently belong in a group. In this video we will discuss how to manually add a group.

The first step in creating your new group is to hover over "groups" and select "add groups". From here you'll be prompted to enter information regarding your group. You'll need to put in a group name and a group description, the other information is optional.

Once you've created your group you'll need to then visit the users page to select the users you want to put into your group. Select your users by clicking on the box to the left of their name, then click on the drop-down menu at the bottom of the page. Click the option to "add users to group" then select the group you'd like to add the users to.

To make sure that your group has the correct users in it hover over Groups and select "view groups". From there click on the hyperlinked number under 'users'. You will be able to see which users are currently in the group that you've created.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.