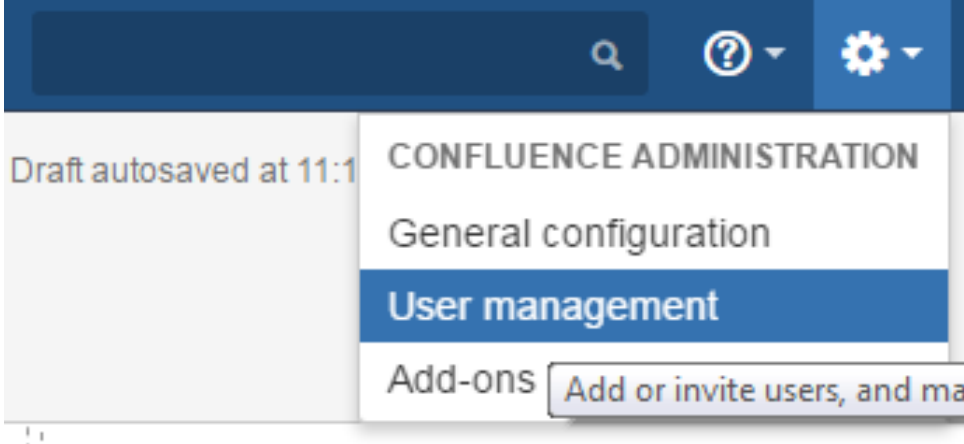
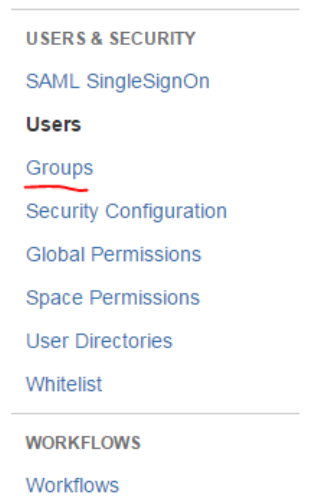


Creating a new group

Error rendering macro 'excerpt-include'

No link could be created for 'User access management'.

Steps	Screenshots
<p>1. Go to the User Management interface on top right corner of Confluence</p>	 <p>The screenshot shows the top right corner of the Confluence interface. A dark blue navigation bar contains a search icon, a help icon, and a settings gear icon. A dropdown menu is open from the settings icon, displaying the following options: 'CONFLUENCE ADMINISTRATION', 'General configuration', 'User management' (highlighted in a darker blue), and 'Add-ons'. Below the 'Add-ons' option, a tooltip or sub-menu is visible with the text 'Add or invite users, and ma'.</p>
<p>2. On the left panel, scroll down until you see "Groups".</p> <p>Click on "Groups".</p>	 <p>The screenshot shows the left sidebar navigation menu of the Confluence administration interface. The menu is organized into sections: 'USERS & SECURITY', 'SAML SingleSignOn', 'Users', 'Groups' (highlighted with a red underline), 'Security Configuration', 'Global Permissions', 'Space Permissions', 'User Directories', and 'Whitelist'. Below these is a section for 'WORKFLOWS' containing 'Workflows'.</p>

3. Click on **Add Group**.


Groups

Add and delete user groups.

Add Group

4. Create the new group by specifying the Group Name.

Click on **Save**

 Ensure that the Group Name you create conforms to the naming convention stated in the **Golden Rules**.

The new group will now be created.

You can now start adding new members to this group.

Add Group

Group Name

Save

Cancel