



# How to Create a Group

## Step-by-step Guide to Creating New Groups



Groups are used for a variety of reasons, but generally they are used to manage permissions and access, or to manage contact lists. COmanage handles basic groups; for more complex group structures, Grouper integration is required.

1. From the COmanage Registry home page, login and select your CO.
2. Click on 'Groups' and then 'All Groups' in the menu bar.
3. On the Groups page, select 'Add Groups', located above the Groups table.
4. On the 'Add a Group' page, fill in the fields, and click 'Add'.



'Add a Group' Options

Field Name	Description
Name	Record the name of your group. This is a required field.
Description	Record a brief description of the group. This helps other users and future administrators understand the purpose of the group.
Open	This is a check box to indicate whether anyone can join, or if users may only be added by the group owner.
Status	Groups may be Active or Suspended.

For more information on Groups and COUs, see

- [CO Groups and Group Memberships](#)
- [COUs vs CO Groups](#)