

Create a new group

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Summary

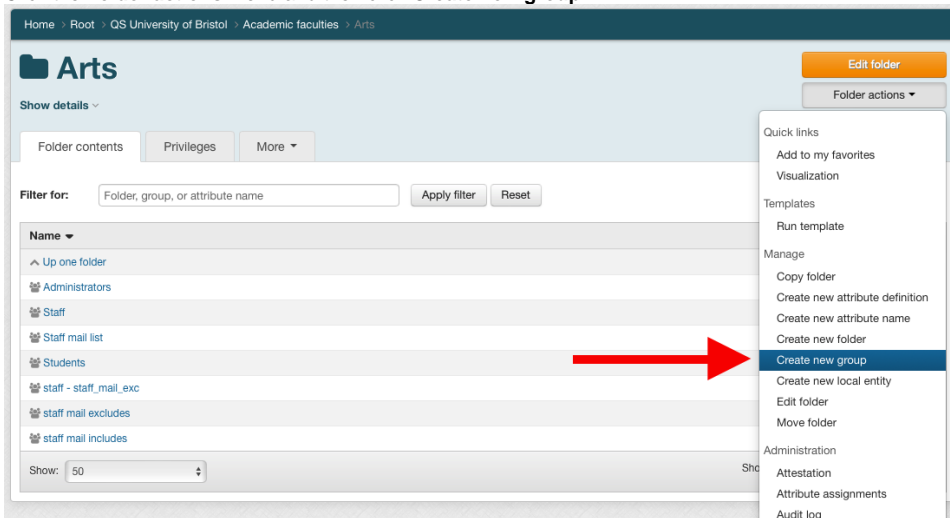
You can create a new group within a sub-folder, as long as you have the required permissions to do so.

Privileges requirements

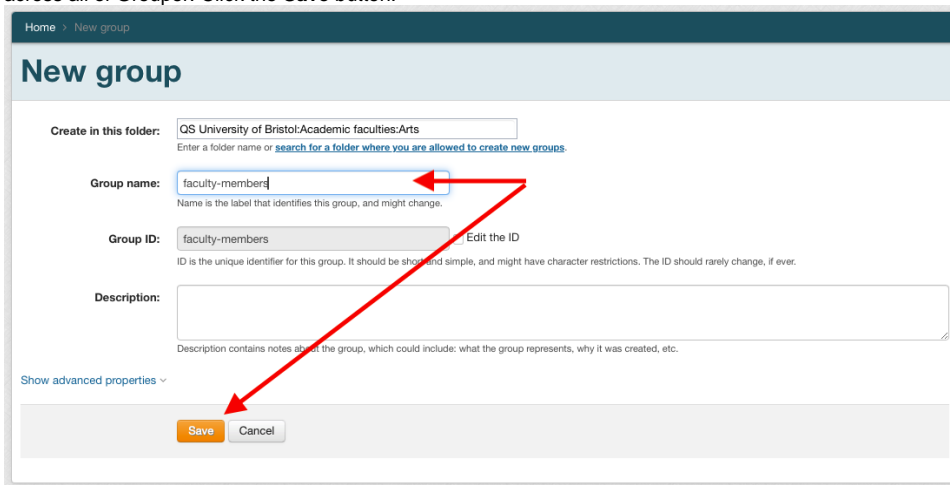
You need **CREATE** (or **ADMIN**) privileges in the folder where you want to create a group.

Procedure

1. Find the folder in which you want to create your group, either by navigating using the tree view, or by searching for the folder by name. In this example, we will use the **Arts** folder under the **QS University of Bristol > Academic faculties** hierarchy.
2. Click the **Folder actions** menu and then click **Create new group**.




3. Enter the name of your group in the **Group name** field. The name of the group must be unique within the folder, but does not need to be unique across all of Grouper. Click the **Save** button.



4. If the group was created, you will be taken to the group membership page. See [Add a member \(entity or group\) to a group](#) to learn how to add members to your new group.

Home > Root > QS University of Bristol > Academic faculties > Arts > faculty-members

 **faculty-members**

+ Add members

Group actions ▾

Show details ▾

Members

Privileges

More ▾

The following table lists all entities which are members of this group.

Filter for:

All members ▾

Member name

Apply filter

Reset

Advanced

Remove selected members

☐ Entity name ▾

Membership

Choose action

Show: 50 ▾

Showing 1-0 of 0 · First | Prev | Next | Last