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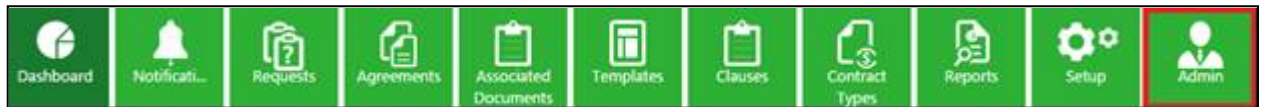
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## Introduction to User Groups

ICM allows you to create a group of users called as User Group.

### To create a User Group:

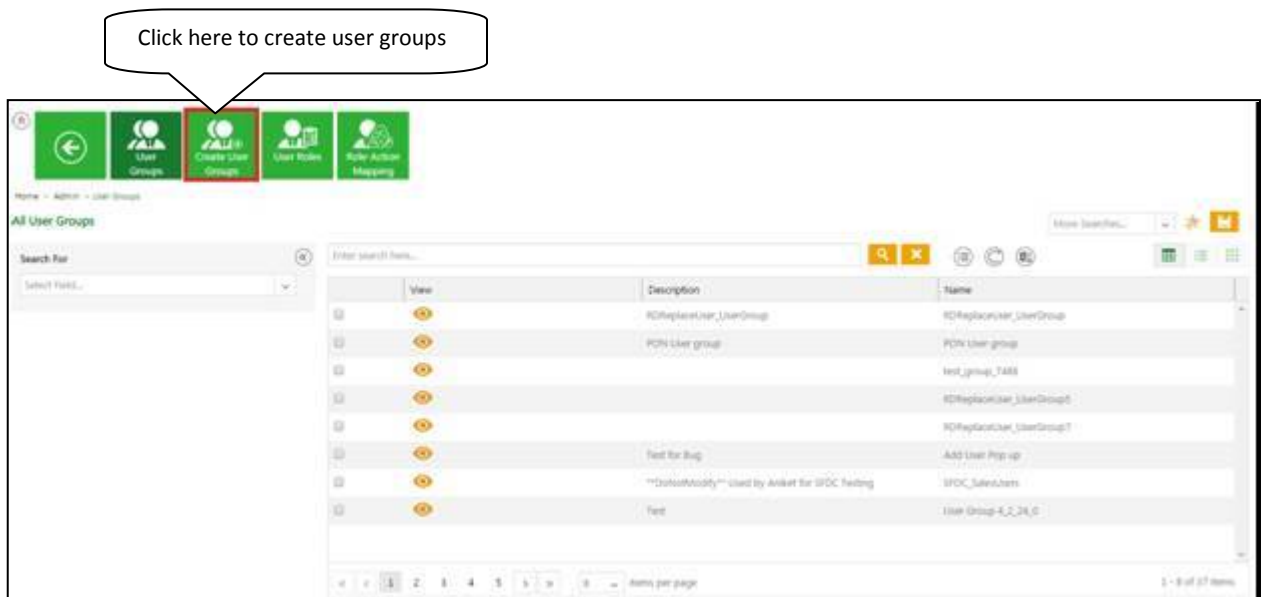
1. On the ICM Homepage, click **Admin**.



2. On the **Organization Details** page, click **User Groups**.



3. On the **User Groups** page, click **Create User Groups**.



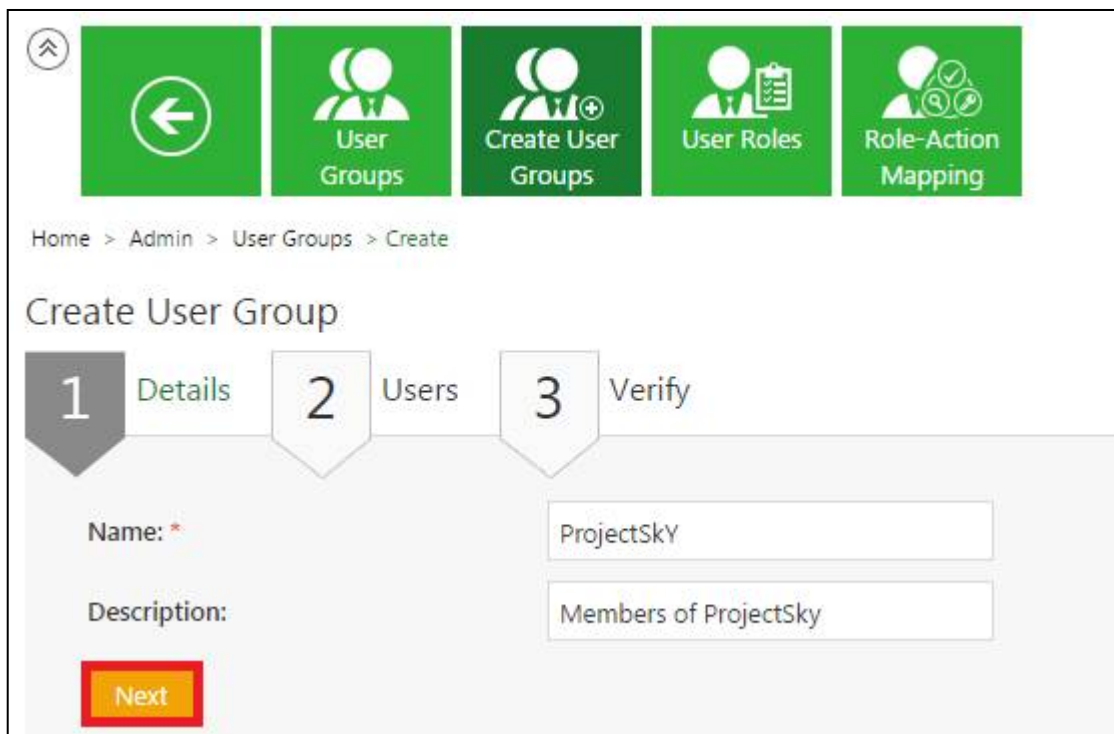
4. The *Create User Group* page consists of three tabs.
  - Details
  - Users
  - Verify

Let us go through each tab in detail.

## Details

Enter the following information on the **Details** tab and click **Next**.

Field	Description
Name	Enter an appropriate name for the user group. In this example, we will enter the name as <b>ProjectSky</b> .
Description	Enter an appropriate description for the user group. In this example, we will enter the description as <b>Members of ProjectSky</b> .



Home > Admin > User Groups > Create

### Create User Group

1 Details   2 Users   3 Verify


Name: \*

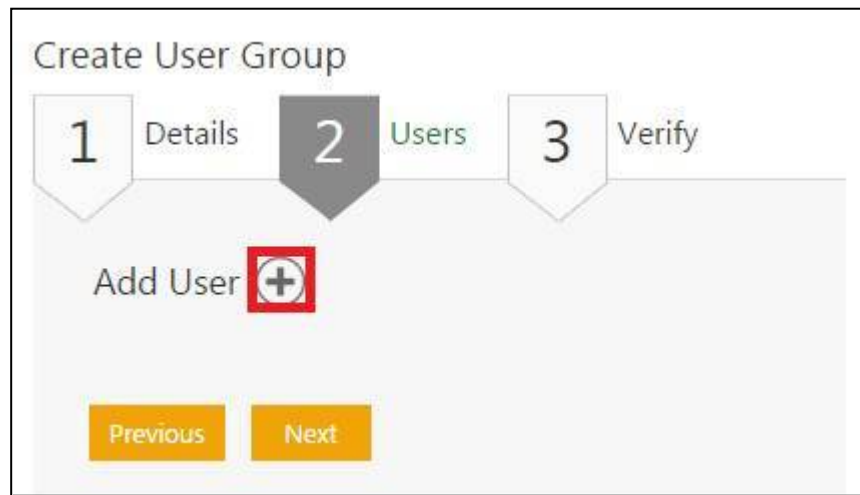
Description:

**Next**

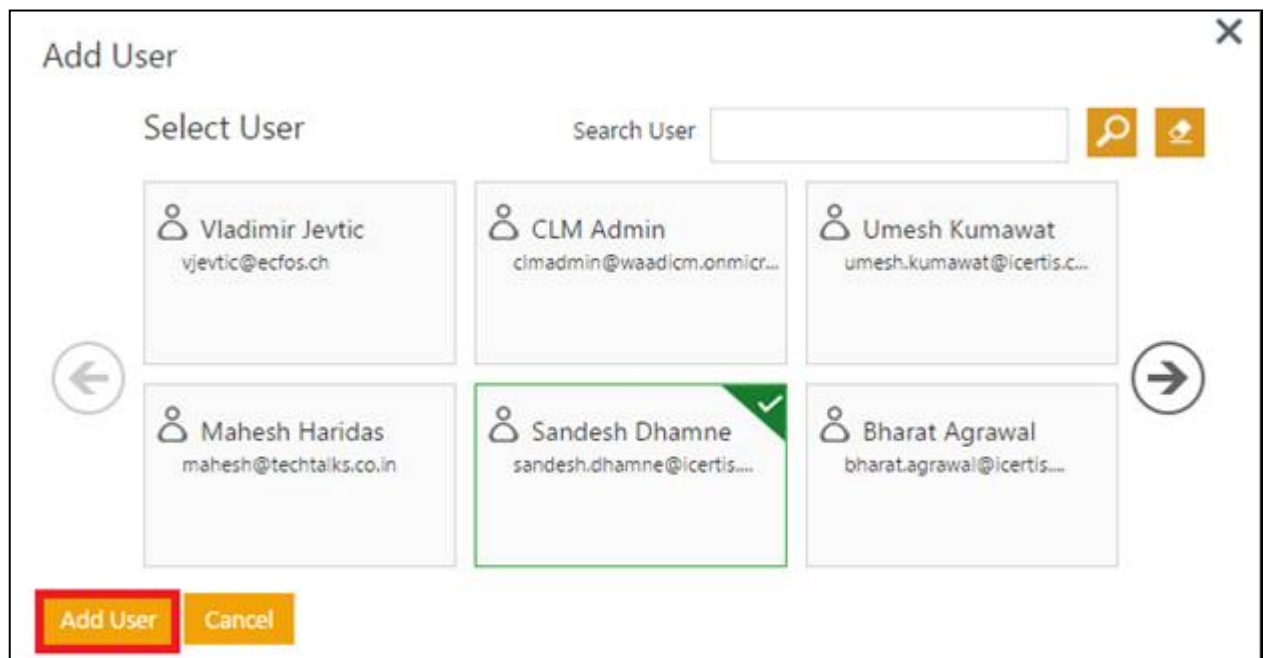
## Users

### To add a new user:

1. On the ICM Homepage, click **Admin**.
2. On the *Organization Details* page, click **User Groups**.
3. On the *All User Groups* page, click **Create User Groups**.
4. Enter the required information on the **Details** tab as mentioned above and click **Next**.
5. On the **Users** tab, click the  icon alongside **Add User**



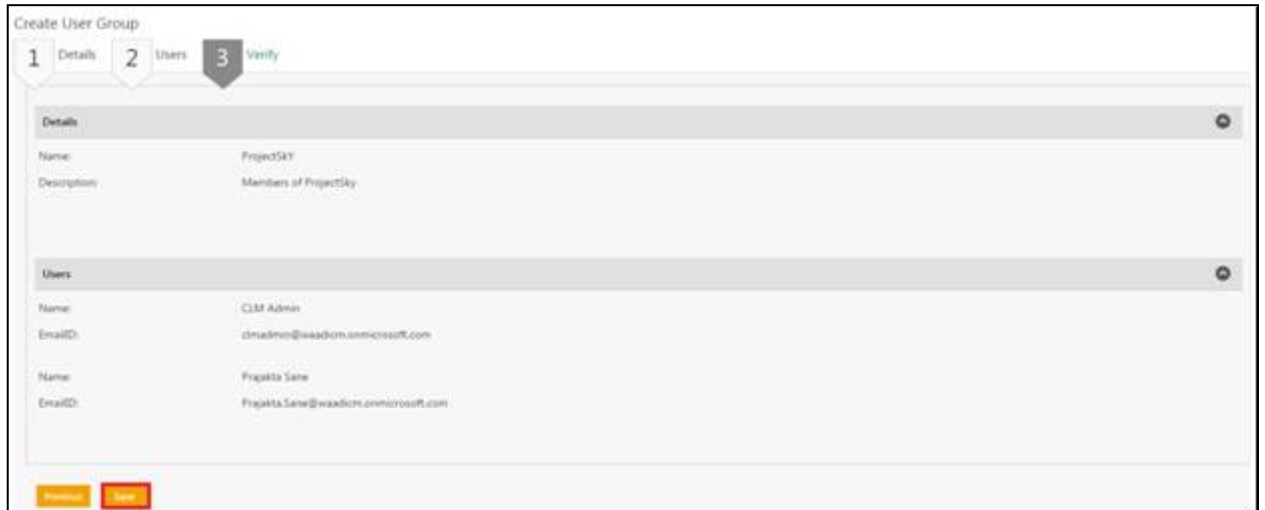
6. On the **Add User** page, select the appropriate user and click **Add User**.



7. The selected user appears on the *Add User* page.
8. Click **Next** to go to *Verify* tab.

## Verify

- On the *Verify* tab, verify the information you entered and click **Save**.



Create User Group

1 Details 2 Users 3 Verify

**Details**

Name: ProjectSKY  
Description: Members of ProjectSKY

**Users**

Name: CJM Admin  
EmailID: cjmadmin@waadim.onmicrosoft.com

Name: Pragata Sene  
EmailID: Pragata.Sene@waadim.onmicrosoft.com

Previous Save

The user group you created will appear on the *User Group* page.