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

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- 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>

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Description:			Me	embe	rs of ProjectSky	/	
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 **Second** 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		
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Details		٥
Name	PrijectSky	
Description	Manifert of Projectiky	
Oters:		٥
Name	CLM Admin	
EmailD	driadmin@waadion.unmicrosoft.com	
Name	Proprieto Sarrer	
EmailD	Frights.Sane@wasdicm.onmicrosoft.com	
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The user group you created will appear on the User Group page.