How to create a new group

Ron M. - 2024-04-05 - Community Groups

Members can join groups to attend group specific events, view documents, receive group specific emails and email fellow members.

Creating a Group

1. Click **Groups** or the **People** icon on the left menu.

2. Click the **Create a Group** button on the right.

3. Enter the details for the new group on the page:

   - **Group Name** - The name of the group.

   - **Group Category** - The group category this group falls under.

   - **Short Description** - A teaser or short description of the group.

   - **Description** - The full description of the group. This is displayed when a non-group member clicks the **About Group** button.

   - **Record Type Join Settings -** Allows you to determine which record types are able to join the group.

   - **Cover Image** - The image when a non-group member clicks the **About Group** button.

   - **Group Image** - The image on the Group List page.

1. Click **Save** to create the group.

Related Content

- How to email group members
- How to change or remove a group from the group categories
- How to add or remove members from a group
- How to set positions in groups
- How to update group settings
- How to delete a group

- [How to manage group categories](#)