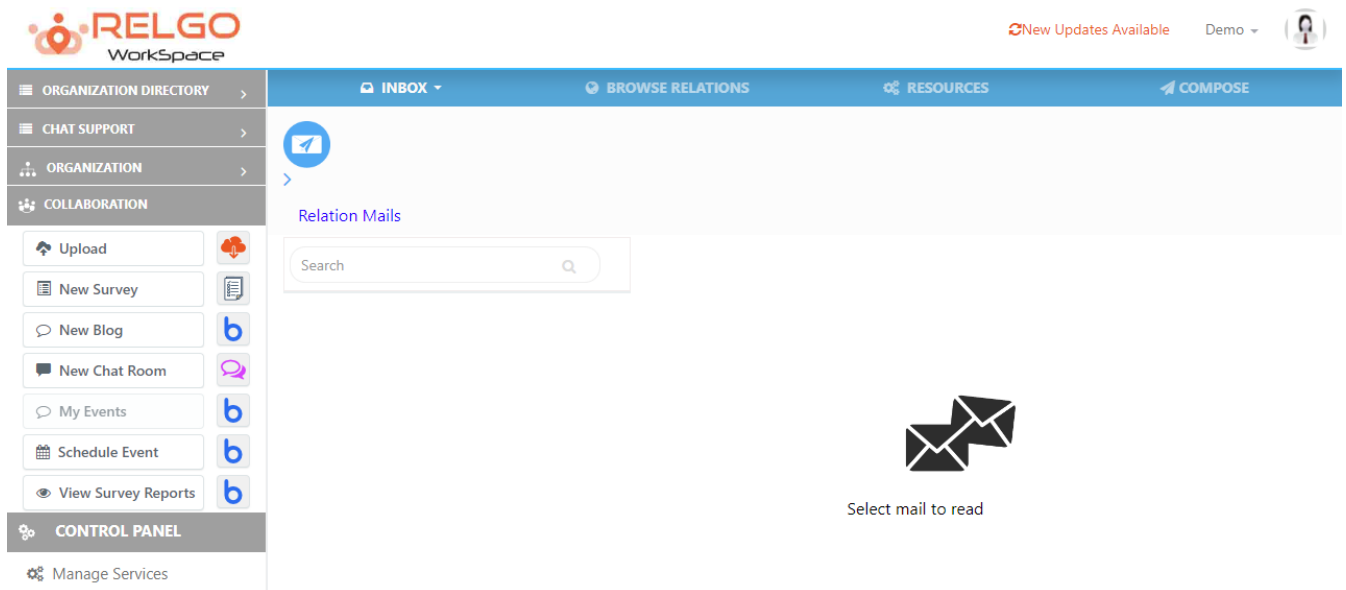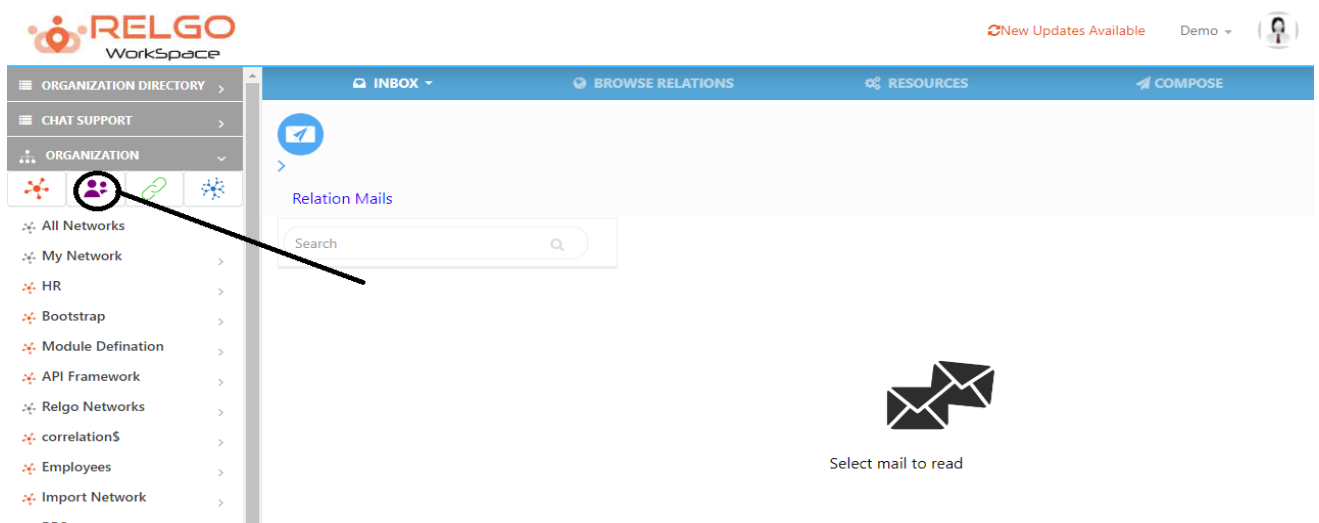# Group Creation

How to create a Group?

Here are the steps to create a group.

➢ Login to Workspace account

➢ Click on Organization and then click on create Group Icon as shown below.

➢ Once the user clicks on Group Icon the below shown screen is displayed.

Select Network: Select the Network to which the Group needs to be created.

Group Name: Provide the desired Group name in the given field. Multiple groups can be created at a time by separate the group names with ",".

Types of Groups:

(1) **Affiliation:** Group type related to affiliation like member, moderator, affiliated to etc.

(2) **Education:** Group type related to education like inter, 10th, degree etc.

(3) **Family:** Group type related to family like parents, child, brother etc.

(4) **Friends And Other:** Group type related to friends and others like close friend, classmate, batch mate etc.

(5) **Items:** Group type related to items like contain, material, owner, supplied by etc.

(6) **Services:** Group type related to services like agent, client, coach, sales buddy etc.

(7) **Workplace:** Group type related to work place or office like coworker, manager, direct report, delegate etc.

➢ Choose the Network from drop-down to which the Group(s) needs to be added.

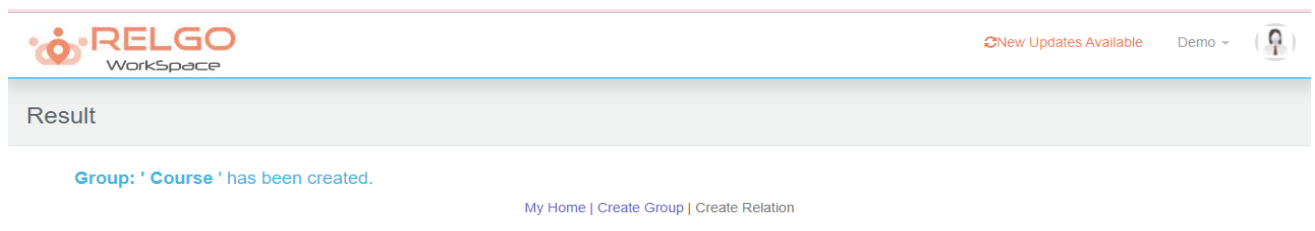**Privacy:** Select privacy settings either public or private based on your choice, if you choose public, your uploaded docs will be seen by all the people and if you choose private, your docs would be up to you only.

Visibility: Purpose of name visibility in site.

Description: User can give description of Group

➢ On successful creation of group below screen is displayed

➢ One can start adding Relation through above page by clicking on create Relation OR can create relations from home page. the relation creation form will be opened in both the cases.