Create a New Group
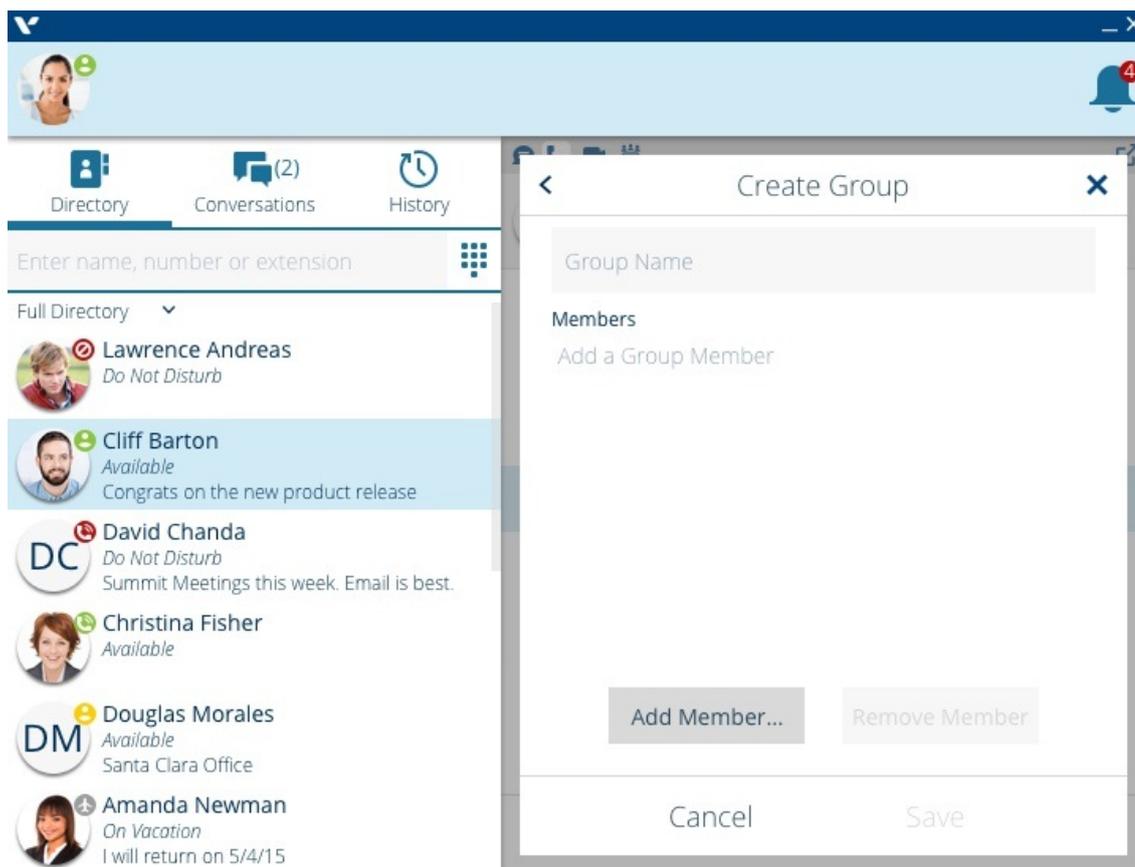
Last Modified on 11/12/2020 7:09 pm EST
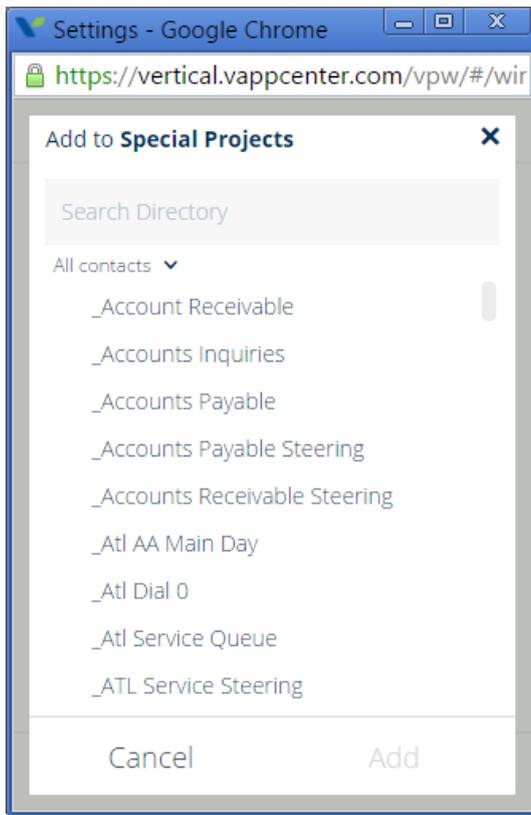
You can create a new Group:

- From Settings

- While adding a user to a Group

    1. Enter a Group name.

2. &&&Click Add Member to add members. Select the names and then click Add

3. Click Save to save the new Group.