

## Adding Users to Security Groups

There are two methods you can use to move users between security groups. They both end up with the same results, but each one is more efficient in different circumstances:

- All the users are part of the same security group, and you want to move them to various other groups
- All the users are members of several different groups, and you want to move them into the same group

Additionally, you can create a brand new user for an existing security group.

## Move Users From a Group

### 1. Select Groups and Navigate to Member Configuration

- From the Group Administration dashboard, select the group the users that you want to move are currently in
- Click **Configure > Members**

### 2. Select Users to Move

- Use checkboxes to select all the users you wish to move to another group

### 3. Select the Group That you Want to Move the Users into

- Click **Actions > Edit User Group**
- Search for the name of the group you wish to move the users into

### 4. Save

- Click **Save**. The users will be moved immediately
- Repeat steps 3-6 to move additional users into any number of new security groups

## Move Users Into a Group

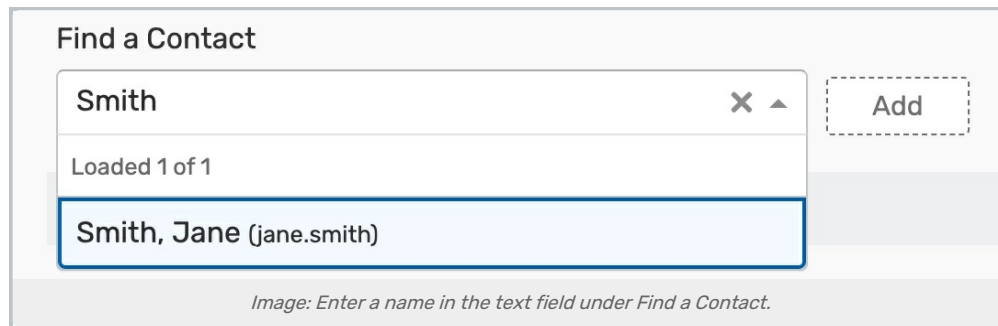
### 1. Select Groups and Navigate to Member Configuration

- From the Group Administration dashboard, select the group the users that you want to move are currently in
- Click **Configure > Members**

### 2. Located the Contact You'd Like to Add to the New Group

- Use the contact search box to look for a person to add to the group
  - If the contact has a username, it will appear in parentheses

- Select the user



Find a Contact

Smith

Loaded 1 of 1

Smith, Jane (jane.smith)

Add

Image: Enter a name in the text field under Find a Contact.

### 3. Tap Add

- Click **Add** to add the selected contact to the group

### 4. Repeat to Add Additional Users (Optional)

- Repeat to add as many users as you like
- The added contacts will appear in a separate table above the members of the group who were already there.

### 4. Save

- Click **Save Added Users to Group** to confirm adding the new members



#### Tip: Supported Characters in Usernames

Contacts can also be created in Series25 Group Administration when [Adding Users to Security Groups](#) or [Creating Contacts](#).

The at (@) symbol is allowed in usernames. The following characters are unsupported:

- !
- <
- >
- %
- ~
- ^

## Create a New User

### 1. Select Groups and Navigate to Member Configuration

- From the Group Administration dashboard, select the group the users that you want to move are currently in
- Click **Configure > Members**

## 2. Click the Create New User Button

- Located in the top-right

## 3. Enter Contact Details for the New User

- Minimum details include:
  - Last name
  - Work email address
  - Username
  - Password (if you use single sign-on, you can enter a dummy password here)
  - Password confirmation

Enter Keyword   Enter Keyword

### Create a New User

#### Basic Information

Name Prefix

First Name

Middle Name

Last Name \*

Please enter a last name

Name Suffix

Title

#### Address

Work Home

Email \*

The work email address is required

Street Address

City

State / Province

Zip / Postal Code

Country

#### User Account Information

Username \*

Please enter a username

Password \*

Please enter a password

Confirm Password \*

Group  
Approver - Conference S...

Image: Defining a new 25Live user.

- Optionally use the **Add To Organizations** button to include the new contact in an existing organization.

## 4. Save

- Click **Save User**

## 5. Repeat for Additional Users (Optional)

- Repeat steps 4-5 to add more users

## 6. Click Cancel When You're Finished



### Tip

If you have many users you wish to add at once, consider importing them with a spreadsheet using the [Data Import Tool](#).