## Accessing Group Administration

## Security Note

To use 25Live Group Administration, a user's security group must have sufficient permission. Ensure that a group has Tools Access: 1.0 Access to Group Administration Tool

Some functionality requires additional permissions:

Setting	Permission
Security	Administrative: 19.0 Change Security Configurations
Members	No additional permission required
Event Form Presentation	Administrative: 20.0 <i>View Event Creation and Editing Configurations</i>
Default Security	Administrative: 21.0 Set Default Object Security
Assignment Policy	Administrative: 10.5 <i>Set Location Assignment Policy</i> Administrative: 12.4 <i>Set Resource Assignment Policy</i>

- 1. Sign in to 25Live Using Your Administrator Credentials
- 2. Select Group Administration From the Go To Tool Section of the More Menu



Home: 25Live	
Navigate to 👻	
Go to Tool	
Group Administration	
Data Import Tool	
LYNX	
25Live Reports	
X25 Analytics	
Outlook Sync Administration	
Schedule25® Optimizer	
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Image: The Group Administration link in the More menu.	