bitwarden | Help Center Article

ADMIN CONSOLE > ORGANIZATION BASICS

Groups

View in the help center:
https://bitwarden.com/help/about-groups/

Groups

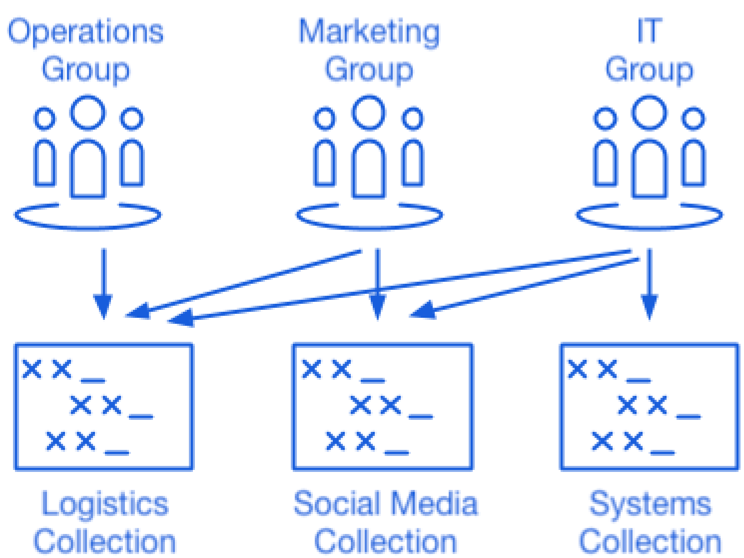
What are groups?

Groups relate together individual members and provide a scalable way to assign access to and permissions for specific collections. When onboarding new members, add them to a group to have them automatically inherit that group's configured permissions.

> **Note**
>
> Groups are available to Teams and Enterprise organizations.

Using groups

Organizations can designate access to collections based on member groups, rather than individual members. Group-collection associations provide a deep level of access control and scalability to sharing resources. One common group-collection methodology is to create **Groups by Department** and **Collections by Function**, for example:



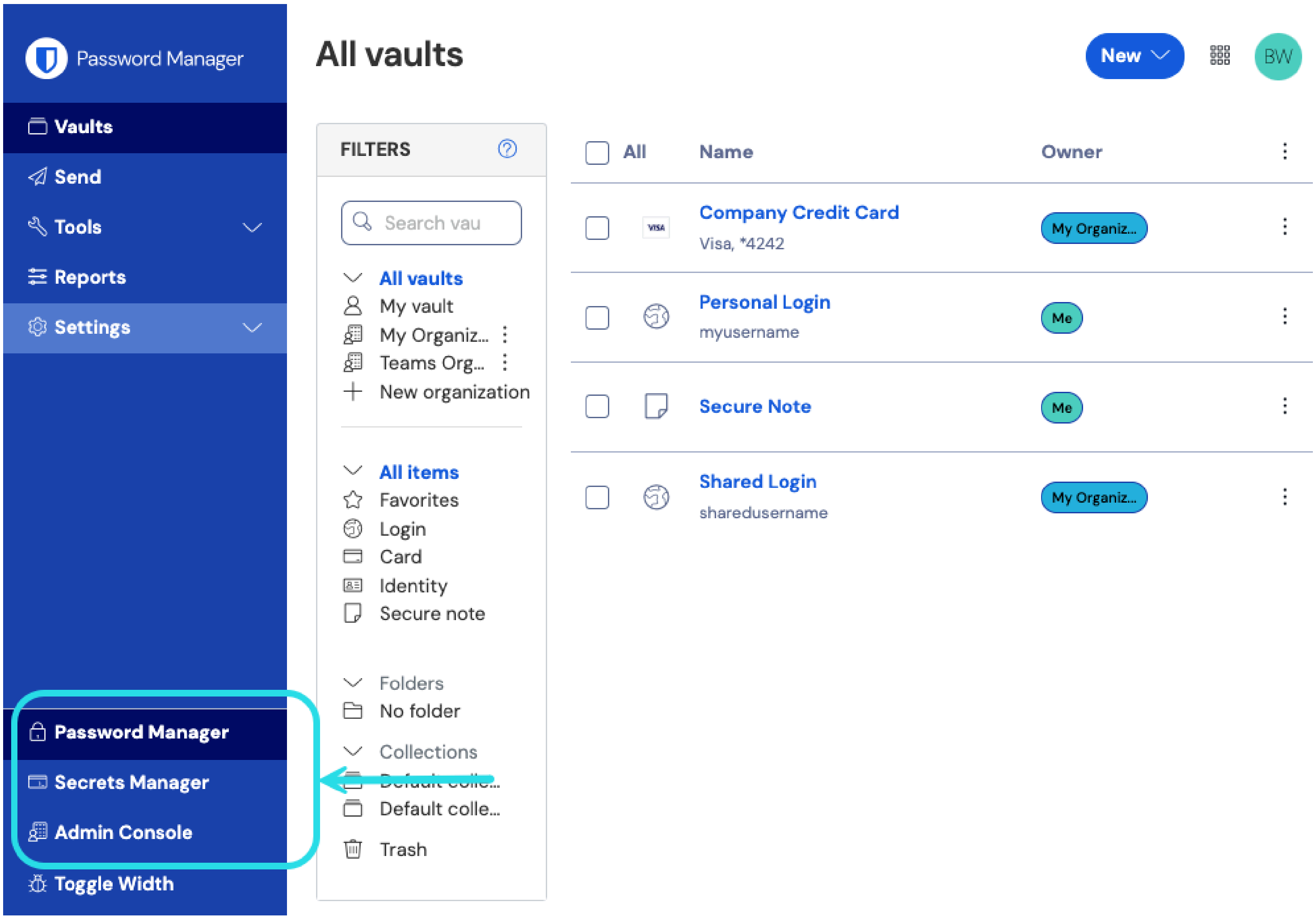
Using Collections with Groups

Other common methodologies include **Collections by Vendor or System** (for example, members in an **Engineering** group are assigned to a **AWS Credentials** collection) and **Groups by Locality** (for example, members are assigned to a **US Employees** group or **UK Employees** group).

Create a group

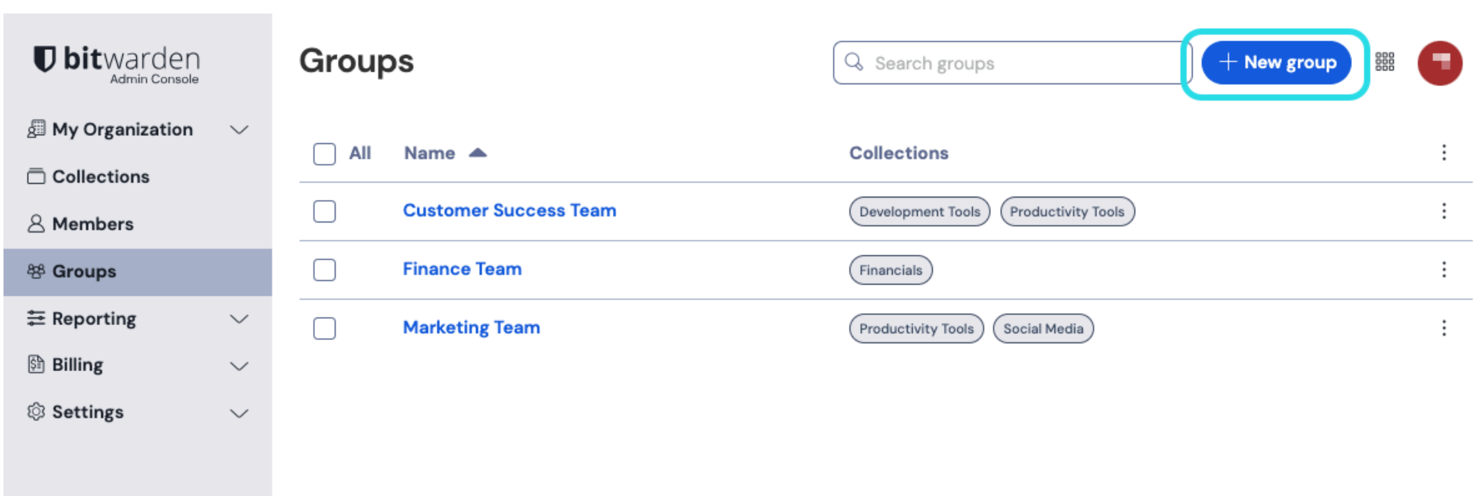
Organization admins (or higher) and provider users can create and manage groups. To create a group:

1. Log in to the Bitwarden web app and open the Admin Console using the product switcher:



Product switcher

2. Navigate to **Groups** and select the + **New Group** button:



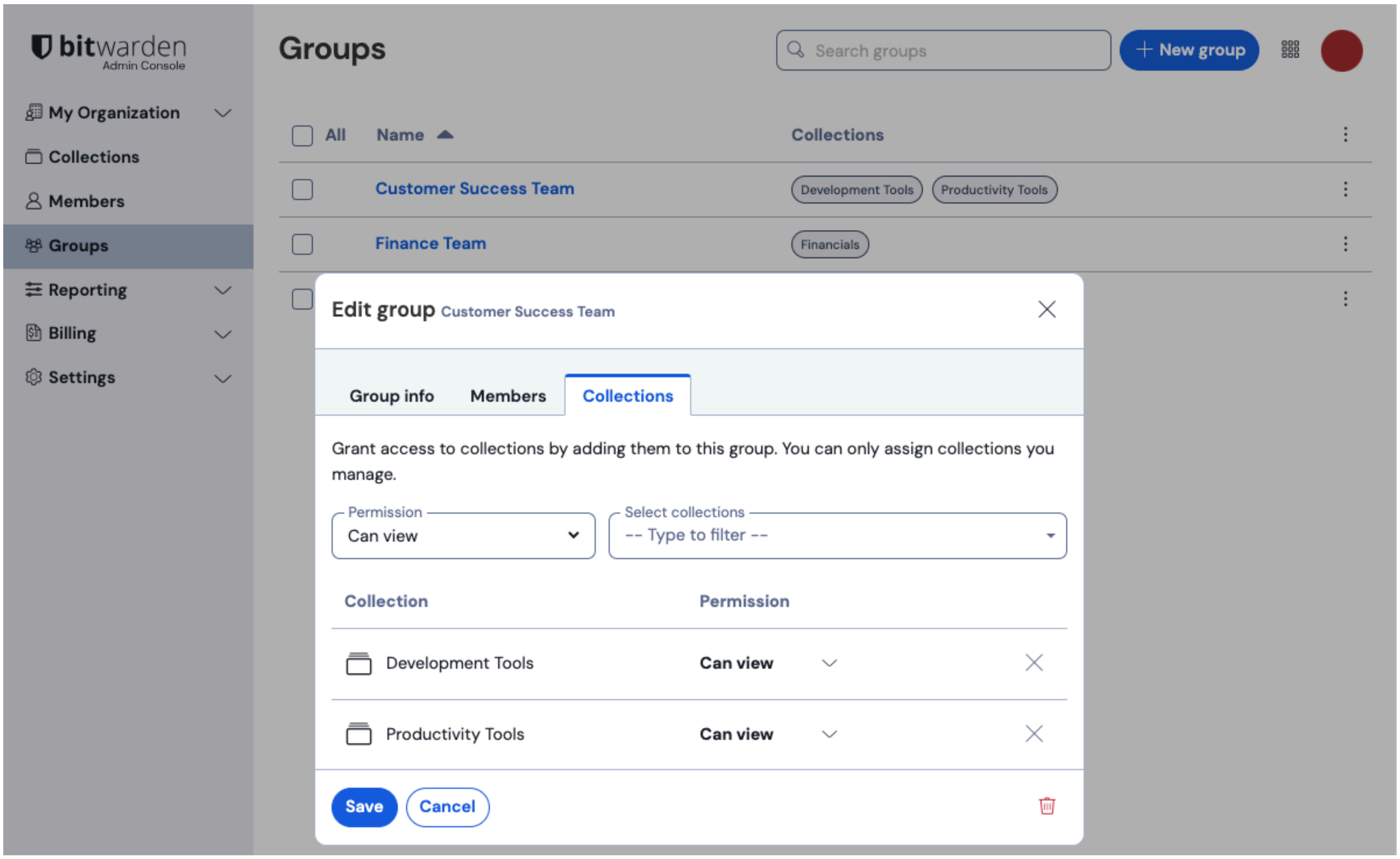
New group

3. On the **Group info** tab, give your group a **Name.**

> **Tip**
>
> The **External Id** field is only relevant if you are using Directory Connector.

4. On the **Members** tab, assign members to the group.

5. On the **Collections** tab, assign collections to group. For each collection, select the desired permissions:



Collections permissions

Permissions can designate that members can either view-only or edit items in the collection, as well as whether they can manage access to the collection and whether passwords are hidden.

6. Select **Save** to finish creating your group.

Edit members assignments

Once your groups are created and configured, add members to them:

1. In the Admin console, open the **Groups** view.

2. For the group you want to edit, use the ⋮ options menu to select **Members**.

3. Add or remove members from the group and select **Save**

> **Note**
>
> If the **Owners and admins can manage all collections and items** option is disabled, administrators are unable to add themselves to a group. However, they can add other administrators to a group. See Collection management settings for more information.

Edit collections assignments

If you want to change the collections or permissions assigned to a group:

1. In the Admin console, open the **Groups** view.
2. For the group you want to edit, use the ⋮ options menu to select **Collections**.
3. Add, remove, or change collections permissions from the group and select **Save.**