**D**bitwarden Help Center Article

### ADMIN CONSOLE > ORGANIZATION BASICS

# Groups

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

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### 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.

### (i) 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:

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Product switcher

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

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 (2) Settings $~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$					

New group

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

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#### **⊘** 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:

	Groups A Search groups + New group
<ul> <li>ℳy Organization </li> <li>Collections</li> <li>Members</li> <li>Groups</li> </ul>	All       Name ▲       Collections       ::         Customer Success Team       Development Tools       Productivity Tools       ::         Finance Team       (Financials)       ::
	Edit group Customer Success Team
Settings ~	Group info       Members       Collections         Grant access to collections by adding them to this group. You can only assign collections you manage.       Select collections         Permission       Select collections          Can view       Collection       Permission         Collection       Permission          Development Tools       Can view       X         Productivity Tools       Can view       X
	Save Cancel

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

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#### (i) 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.