

ADMIN CONSOLE > ORGANIZATION BASICS

Groups

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

Groups

What are groups?

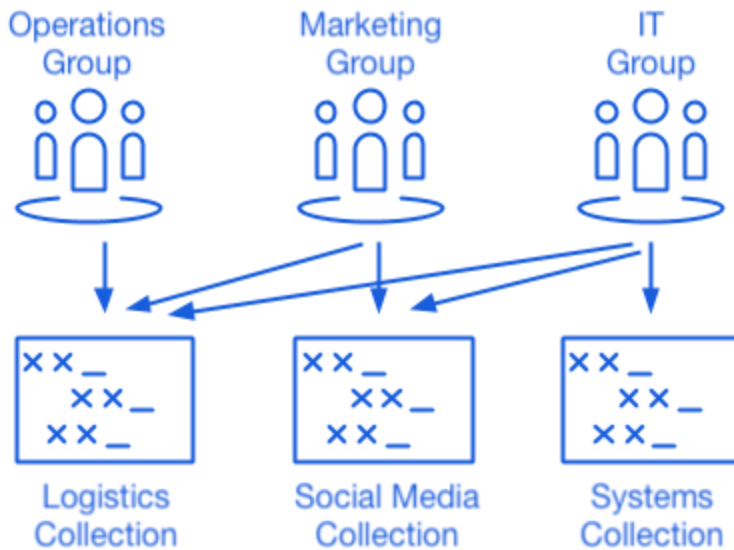
Groups relate together individual members and provide a scalable way to assign access to and [permissions](#) for specific [collections](#). When [onboarding new members](#), add them to a group to have them automatically inherit that group's configured permissions.

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:

Password Manager

- Vaults
- Send
- Tools
- Reports
- Settings
- Secrets Manager**
- Admin Console
- Toggle Width

All vaults

FILTERS

Search vaults

- All vaults
 - My vault
 - My Organiz...
 - Teams Org...
 - New organization
- All items
 - Favorites
 - Login
 - Card
 - Identity
 - Secure note
- Folders
 - No folder
- Collections
 - Default colle...
 - Default colle...
- Trash

<input type="checkbox"/>	All	Name	Owner
<input type="checkbox"/>		Company Credit Card Visa, *4242	My Organiz...
<input type="checkbox"/>		Personal Login myusername	Me
<input type="checkbox"/>		Secure Note	Me
<input type="checkbox"/>		Shared Login sharedusername	My Organiz...

Product switcher

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

bitwarden
Admin Console

- My Organization
- Collections
- Members
- Groups**
- Reporting
- Billing
- Settings

Groups

Search groups

+ New group

<input type="checkbox"/>	All	Name	Collections
<input type="checkbox"/>		Customer Success Team	Development Tools Productivity Tools
<input type="checkbox"/>		Finance Team	Financials
<input type="checkbox"/>		Marketing Team	Productivity Tools Social Media

New group

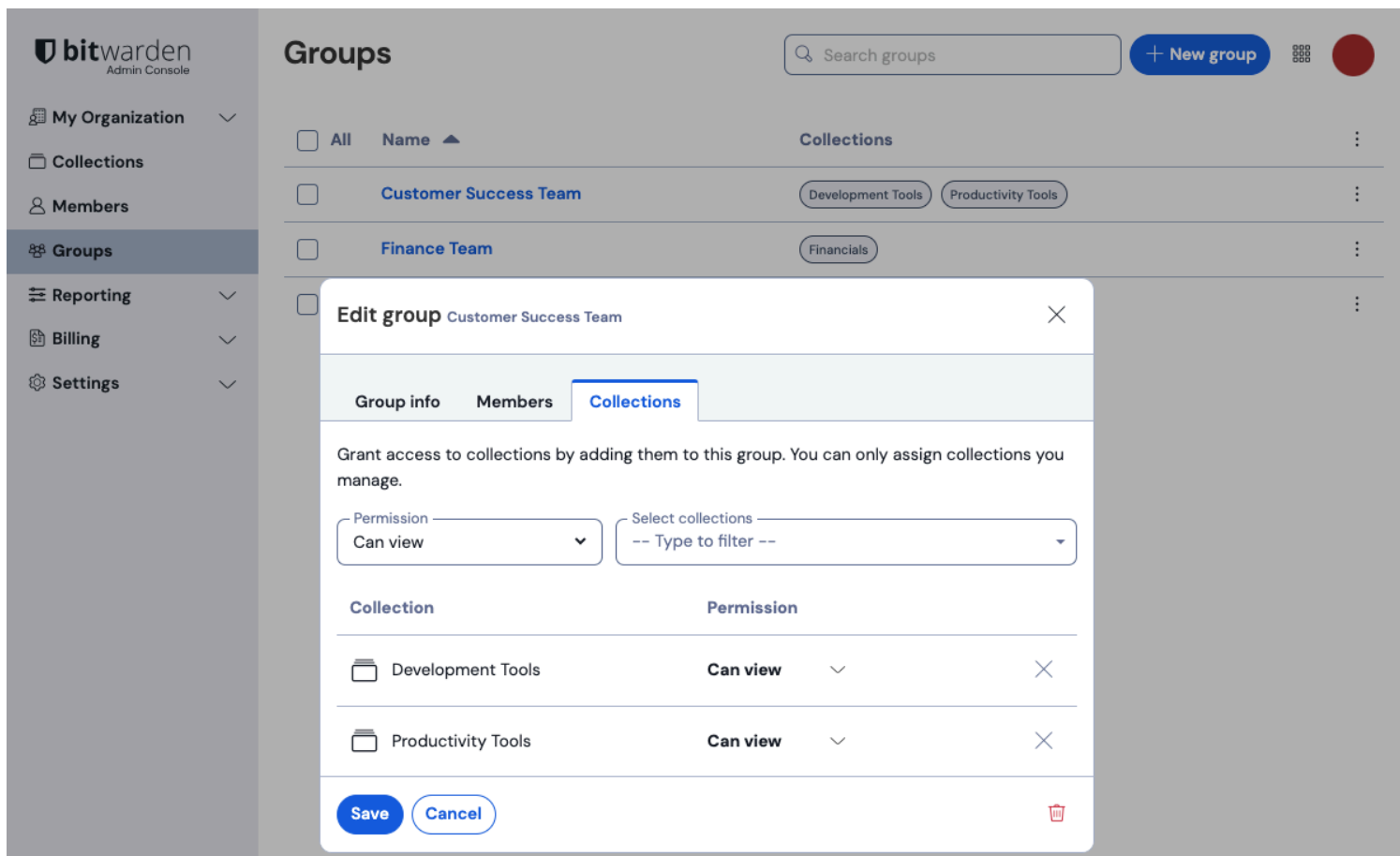
3. On the **Group info** tab, give your group a **Name**.

Tip

Fältet **Externt ID** är endast relevant om du använder [Directory Connector](#) och kommer att synas i dialogen när det konfigureras med [SCIM](#), Directory Connector eller API.

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](#):



The screenshot shows the Bitwarden Admin Console interface. On the left is a sidebar with navigation links: My Organization, Collections, Members, Groups (selected), Reporting, Billing, and Settings. The main area is titled 'Groups' and contains a table of groups. The 'Customer Success Team' group is selected, and an 'Edit group' dialog is open. The dialog has three tabs: 'Group info', 'Members', and 'Collections' (selected). The 'Collections' tab shows a list of collections with their permissions. The 'Can view' permission is selected for both 'Development Tools' and 'Productivity Tools' collections. The dialog also includes a 'Save' button and a 'Cancel' button.

Collection	Permission
Development Tools	Can view
Productivity Tools	Can view


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**.