

How to Add and Delete Users in the Users Group

<https://campus.barracuda.com/doc/43222792/>

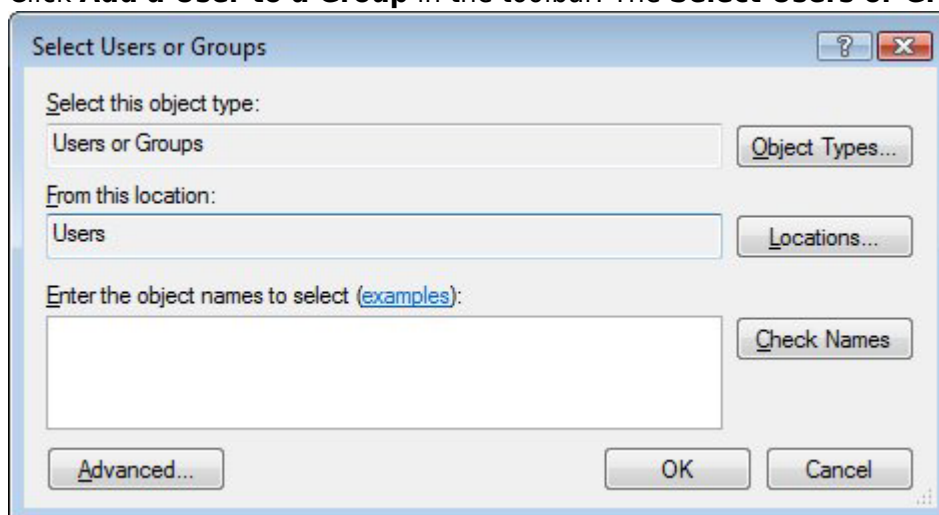
A user must be a member of the ArchiveOne Users group, by default, **ArchiveOneUsers**, in order to be assigned a role. If a user is not a member of this group, they cannot run ArchiveOne Admin.

To update this group, click the **Roles and Users** node, and then click **Users**. The list of users in the ArchiveOne Users group displays.

Add User to Group

To add a user to the group,

1. Click **Add a User to a Group** in the toolbar. The **Select Users or Groups** dialog displays:



2. Click **Object types** and select **Users and/or Groups**.
3. Click **Locations** and select the location.
4. In the **Enter the object names to select** field, either type the user names in full, or type partial names and click **Check Names**.
5. In the **Check Names** dialog, select the users you want to add to the group, and then click **OK**.
6. Click **OK** to add the users and close the dialog. The new users use the default role.

Delete User from Group

To remove a user from the group, right-click on the user, and then click **Delete**. Only users allowed to edit that group, by default, members of the Administrators or Account Operators group, can make changes using this option.

See also: [How to Change the Default Security Group Name](#)

Figures

1. add_delete_users.png

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