

About Groups

<https://campus.barracuda.com/doc/87196033/>

Groups can be used to organize all of your different clients' computers into groupings to which you can apply templates globally rather than one computer at a time.

Typical group types or names may include the following:

- Laptops
- Desktops
- Servers
- Exchange Servers
- SQL Servers

The default group includes all clients and their computers until you create new groups.

After a group is created, existing computers can be clicked and dragged into a desired group.

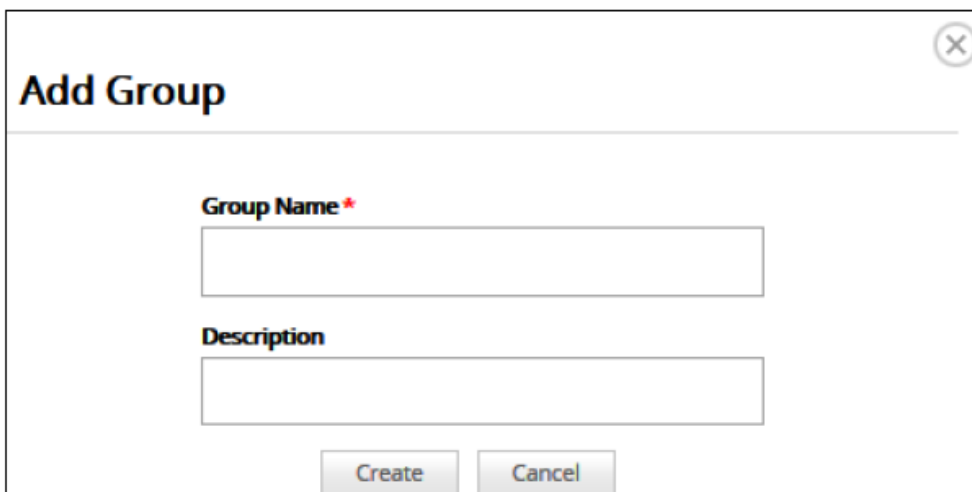
Groups can have templates applied within the Manage tab.

New computers can be added to groups upon creation.

Creating a Group

To create a group, perform the following steps.

1. At the Management Dashboard, click the **Group View** tab, and then click **Add Group**. The Add Group dialog appears.

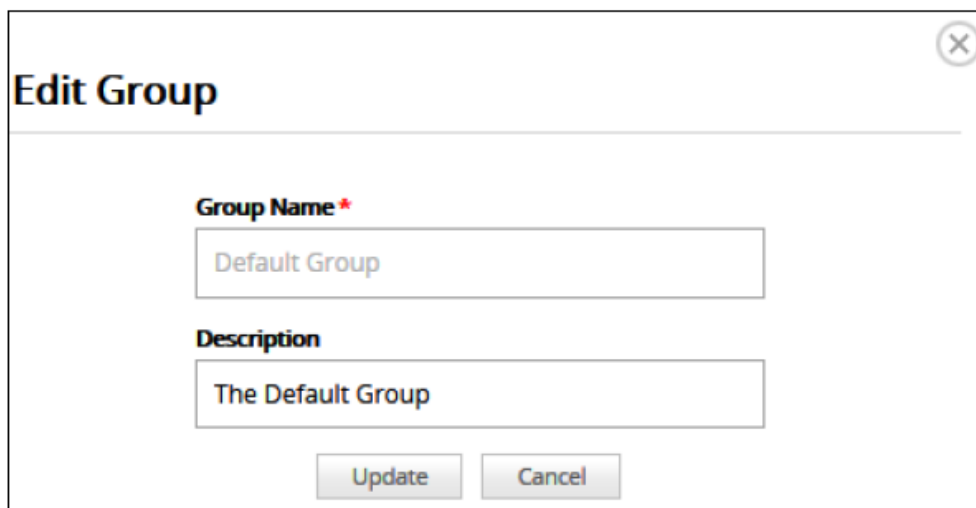


2. Type the name of the group, add a description, and then click **Create**. The new group is displayed.

Editing a Group

To edit a group, perform the following steps.

1. At the Management Dashboard, click the group name, and then click **Add Group**.



The image shows a dialog box titled "Edit Group" with a close button (X) in the top right corner. Inside the dialog, there are two text input fields. The first field is labeled "Group Name" with a red asterisk indicating it is required, and it contains the text "Default Group". The second field is labeled "Description" and contains the text "The Default Group". At the bottom of the dialog, there are two buttons: "Update" and "Cancel".

The Add Group pop-up is displayed.

2. Change the name and or description, and then click **Update**.

Figures

1. image2019-7-10 12:18:57.png
2. image2019-7-10 12:19:54.png

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