

Creating and Adding to Groups

https://campus.barracuda.com/doc/93196674/

Groups allow you to put computer accounts (subaccounts) into sets for policy purposes. You can apply notification and/or preferences templates to groups; this saves you from having to apply the same template to multiple computer accounts individually. This article will show you how to create groups and add computer accounts to them.

Creating a Group

1. Log in to the management portal and go to the Manage tab.

ECHO PLATFORM	Home Manage	view Reports	Pay Bill	Downloads	references	Support	sc_demo
<u>me</u> > Manage						📮 Leave Fe	edback 🛛 👔 He
Management Dashboa	rd			🔘 Ma	nage ECHOshare	Search for an acc	count
 View, Edit, and Manage Your 	Accounts, Groups, and Comput						
MANAGE	as To manage vol	ckages and account	billing plans go t	o Manage Acco	ints/Dackaros		
	s. To manage yo	ickages and account	. billing plans, go t	o Manage Acco	unts/Packages.	Add Crown	🔊 Add Dartnar
Accounts view Gi	oup view					Add Group	🐙 Add Partrier
Account	Computer	Version	Cloud usage	Local backu	ps	P-rences	60
SC_DEMO			2.44 TB	9			
Default Group - The Default Group - 7 computer(s)			1.55 TB	5			
SE_group - Test Accounts - 1 computer(s)			42.76 MB	1			
Workstations - Desktop Computers - 1 computer(s)			178.90 GB	1			
SBS Servers - Servers - 1 computer(s)			741.61 MB	1	7		
SQL Servers - SQL-1 computer(s)			59.33 MB	1			
Laptops - 0 computer(s)			0.00 B				
Exchange Servers - 1 computer(s)				-			
Exchange Servers - 1 cor	mputer(s)		25.94 MB	0			

- 2. Click on the **Group View** button, then **Add Group** in the upper-right.
- 3. Give the group you wish to make a name and description, then select **Create**.

Adding Computer Accounts to a Group

Method One

The first way to put a computer account into a group is by editing the computer account and picking



the group from the **Group** drop-down menu.

<u>Home > Manage > ABC Manufacturing > Server (0006)</u>	📮 Leave Feedback 🛛 👔 Help
Computer: Server (0006) Edit Computer	Manage ECHOshare Search for an account
Computer Information	🔚 Save 🔀 Cancel
Computer name: * Server Email address: * (name@company.com) John@ABCManu.local Phone number: * 617.555.1478 Group: pefault Group Default Group	Notification template: (None) Preference template: (None) ✓ Enable lor:
SE_group Workstations SBS Servers SQL_Servers	§ Settings 👔 Backup 🗶 Delete 🐺 Restore

Method Two

In the **Group View** from above, expand the group you want to move the computer account from. Then click and hold the computer account you want to move, dragging it to the group you want it to belong to.

Barracuda Intronis Backup



Figures

- 1. creategroups.png
- 2. putintogroup.png

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