

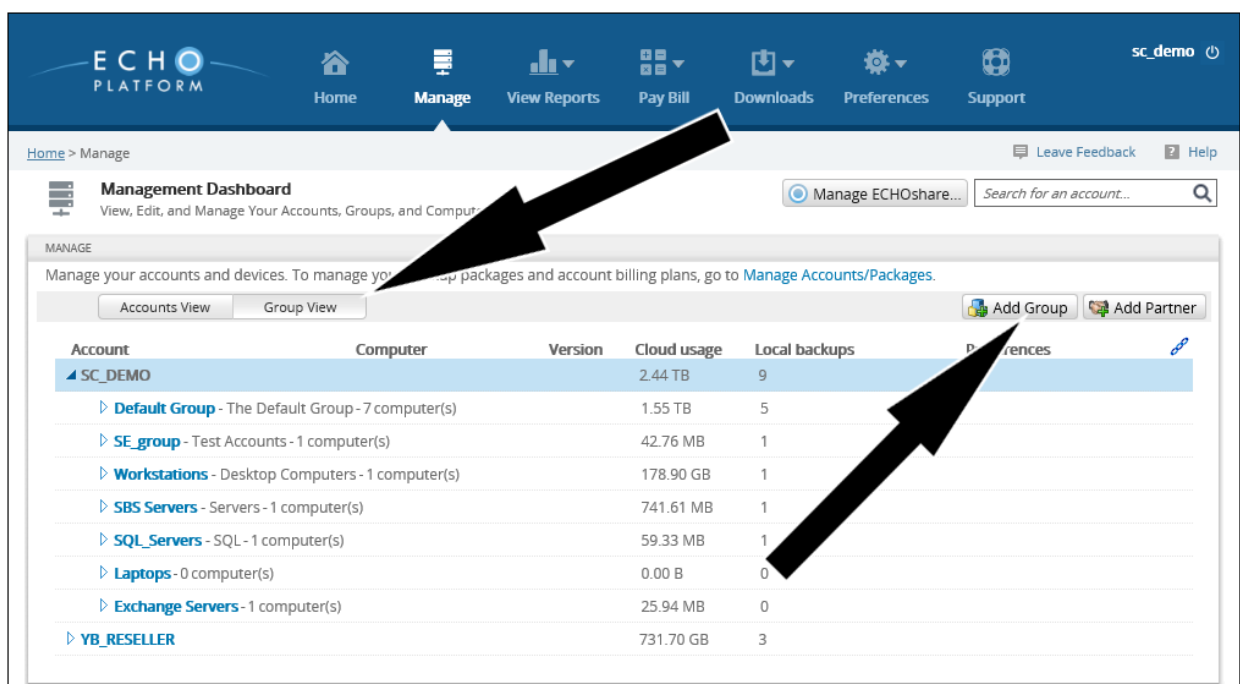
## Creating and Adding to Groups

<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.



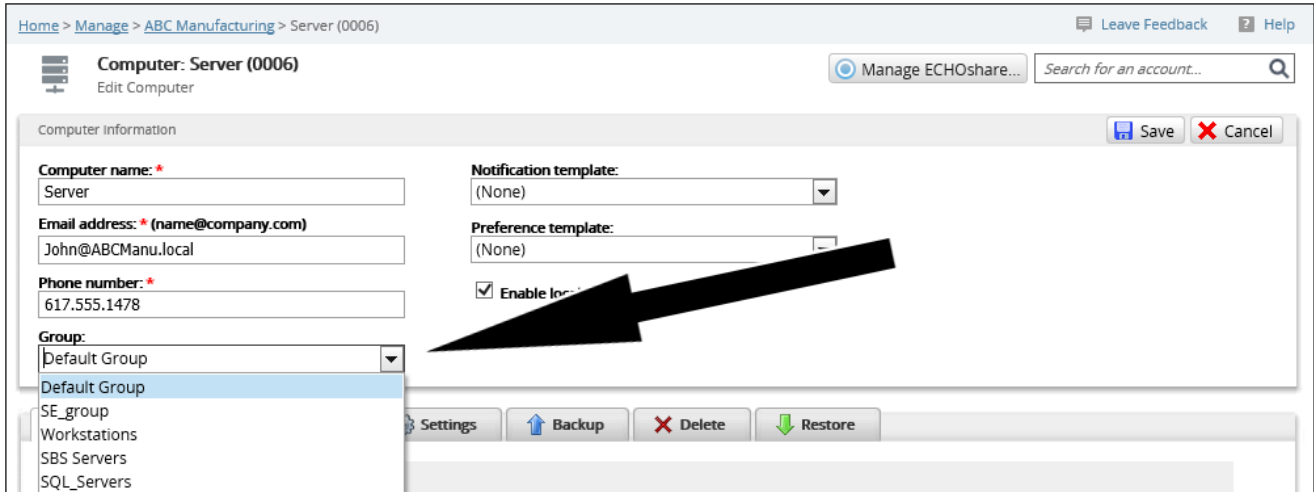
2. Click on the **Group View** button, then **Add Group** in the upper-right.
3. Give the group you wish to make a name and description, then select **Create**.

### 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.



Home > Manage > ABC Manufacturing > Server (0006) Leave Feedback Help

**Computer: Server (0006)** Manage ECHOShare...

Computer Information Save Cancel

**Computer name:** \*  
Server

**Email address:** \* (name@company.com)  
John@ABCManu.local

**Phone number:** \*  
617.555.1478

**Group:**  
Default Group  
SE\_group  
Workstations  
SBS Servers  
SQL\_Servers

**Notification template:**  
(None)

**Preference template:**  
(None)

☒ Enable local backup

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.

## Figures

1. creategroups.png
2. putintogroup.png

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