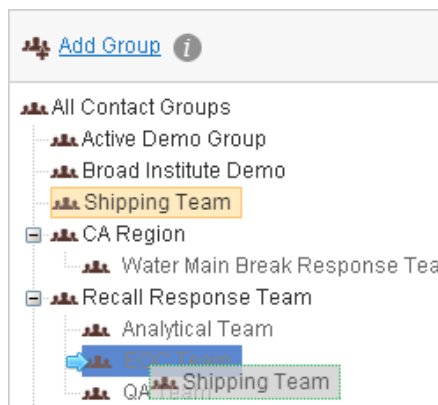
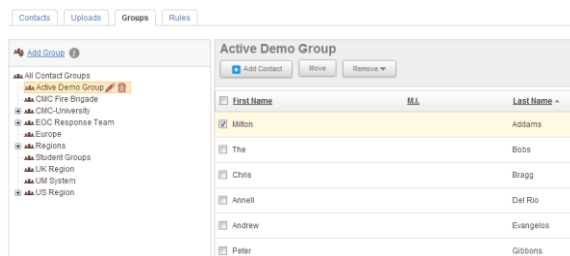


## Quick Sheet MN: Managing Groups

### Group Settings

The Group Management sub tab is located under the Contacts Tab. Here, you can create groups, change their hierarchy, and manage group membership. Using Group Management in the Everbridge platform provides an easy way to organize contacts, replicate organizational hierarchy, and manage user message sending capabilities.

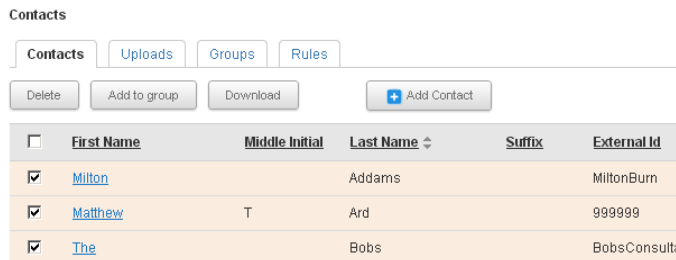


### Creating and Organizing Groups

Creating a group is as simple as clicking the Add Group button. Once the group has been added, you can change the name clicking the pencil icon. To change the location of the group, drag and drop it where you would like it to go. You can nest groups underneath each other to create a tree that mirrors the hierarchy of your organization. Org Hierarchy allows you to select a master group for a notification, which will also select the sub groups nested beneath it. You can also individually select a sub group only.

### Adding Members to a Group

To manually add members to a group, navigate to the contacts tab, search for and select the contacts you wish to add. Once the contacts are selected, all you need to do is click add to group and choose the group you wish to add the members to. While this process is simple, it can be time consuming for large numbers of contacts.



Groups
Networking Response Team   Active Demo Group
US Region

### Managing Groups via File Upload

Groups can also be managed via uploads. In the Groups field of the CSV file, you can list the names of the groups you wish to assign a contact to. To assign a contact to multiple groups, use the pipe character "|". This character is made using the shift key + the backslash key (located directly above the enter key). To add a member to a group without deleting the existing groups, use an asterisk before the new group names to add to, i.e., \*|New Group. If a group is present in the upload, but not the system, it will be created automatically.