

Sharing with Groups

Share documents with entire groups instead of individual users. Group sharing saves time when collaborating with teams, departments, or project groups.

What Are Groups

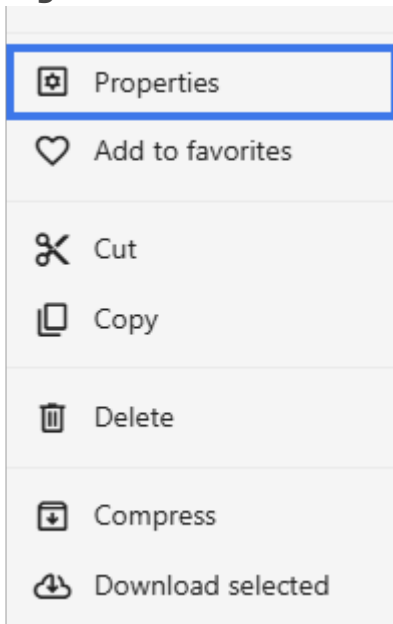
Groups are collections of users created for easier permission management. Depending on your organization, groups may include:

- departments
- teams
- roles
- custom groups for specific purposes

Sharing with a Group

To share a document with a group:

1. **Right-Click** a folder and select **Properties**.



2. In the **Permissions** field click on the **+ icon** to add users.

Properties

Properties

Comments

Permissions

+

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Name	Level ↑	-
👤 john@mynewdomain.com	Manage	
👤 Everyone	Read only	
👤 anne@mynewdomain.com	Read only	

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Displaying items 1 - 3 of 3

Apply

Save

3. In the search field, type the group name.

Please select...

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Everyone

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Name	Display name
Everyone	Group

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Displaying items 1

Add

4. Select the group from the results.

5. Click **Add**.

6. Choose the permission level, **Apply** then **Save**.

Properties

Properties

Comments

Permissions

+

🗑

Name	Level	-
👤 Everyone	Read only	
👤 john@mynewdomain.com		
👤 anne@mynewdomain.com		

Read only

Read only

Read and Create only

Write

Write and delete

Manage

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ApplySave

Group Permissions

When you share a document with a group:

- all current group members receive access
- new members added to the group may also receive access automatically
- users removed from the group may lose access
- all members of the group receive the same permission level from that group share

Viewing Group Access

To review which groups already have access:

1. Open the sharing dialog.
2. Look for the group entries in the sharing list.

Properties

Properties

Comments

Permissions

+

Name	Level ↑	-
 john@mynewdomain.com	Manage	
 Everyone	Read only	
 anne@mynewdomain.com	Read only	

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Apply

Save

3. Select a group to review its access details.

Changing Group Permissions

You can update a group's permission level at any time.

1. Open the sharing dialog.
2. Find the group in the list.
3. **Double-Click** and change the permission level using the dropdown.
4. The updated access level applies to the group.

Properties

Properties

Comments

Permissions

+

Name	Level	
Everyone	Read only	
john@mynewdomain.com		
anne@mynewdomain.com		

Read only

Read only

Read and Create only

Write

Write and delete

Manage

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Displaying items 1 - 3 of 3

Apply

Save

Removing Group Access

If a group no longer needs access:

1. Open the sharing dialog.
2. Find the group you want to remove.
3. Click the **delete** option.

Properties

Properties

Comments

Permissions

+

Name	Level ↑	-
 john@mynewdomain.com	Manage	
 Everyone	Read only	
 anne@mynewdomain.com	Read only	

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Displaying items 1 - 3 of 3

Apply

Save

4. Confirm the removal if prompted.
5. Group members lose access through that group share.

Groups vs. Individual Sharing

Both methods are useful, but they work differently.

Group Sharing

- share once for many users
- can automatically apply to new group members
- gives the same permission level to everyone in the group
- is easier to manage for teams

Individual Sharing

- share separately with each user
- lets you assign different permissions per user
- gives more granular control
- is better for exceptions or one-off access

Combining Group and Individual Sharing

You can use both group sharing and individual sharing on the same document.

For example, you can:

- share with a group for general access
- add specific users separately with different permissions
- use individual permissions when someone needs access that is different from the rest of the group

Best Practices

- use groups for team-wide documents
- keep group membership updated
- review shared group access regularly
- use individual sharing only when different access is needed for specific users

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