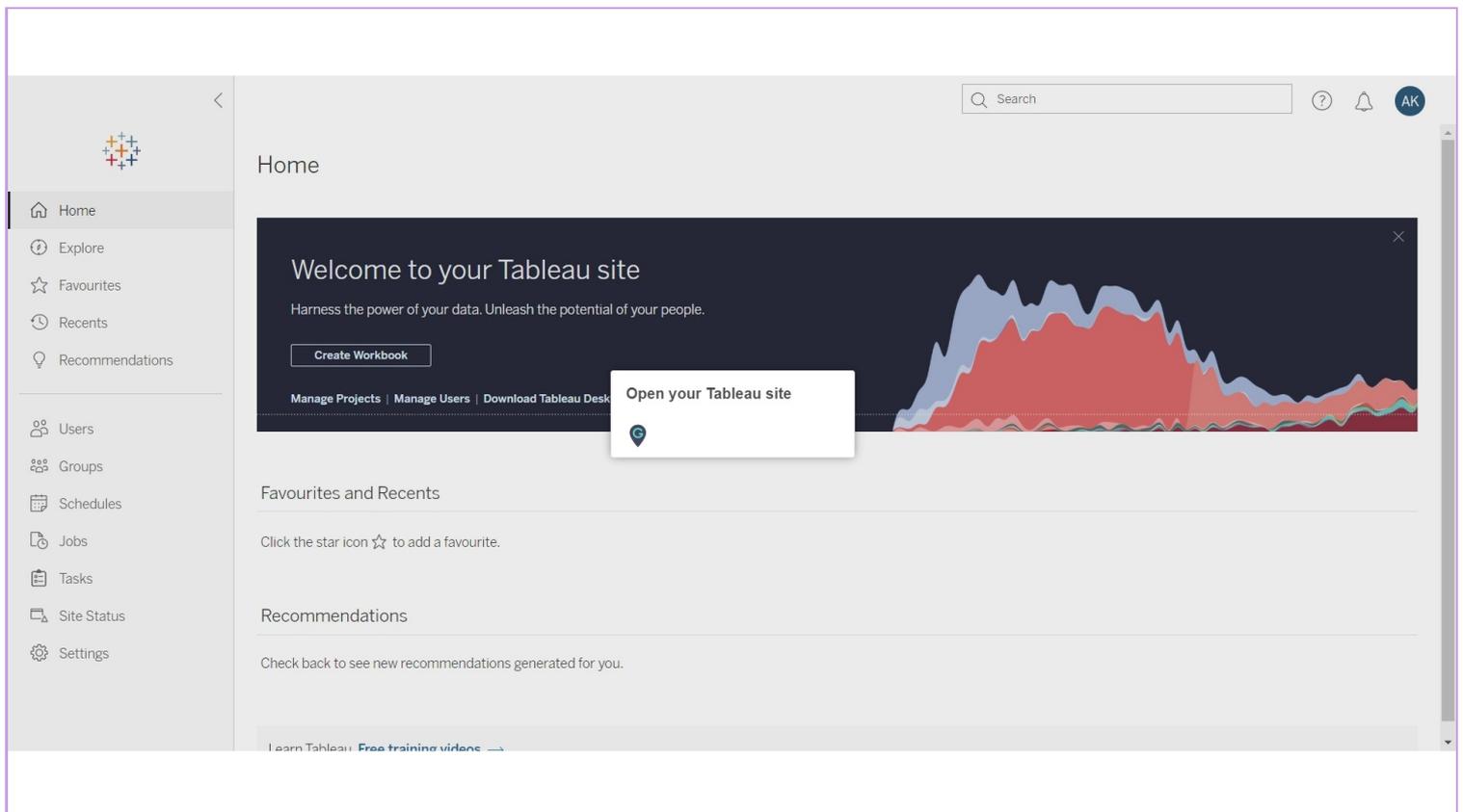




How to Add Members to a Group in Tableau online

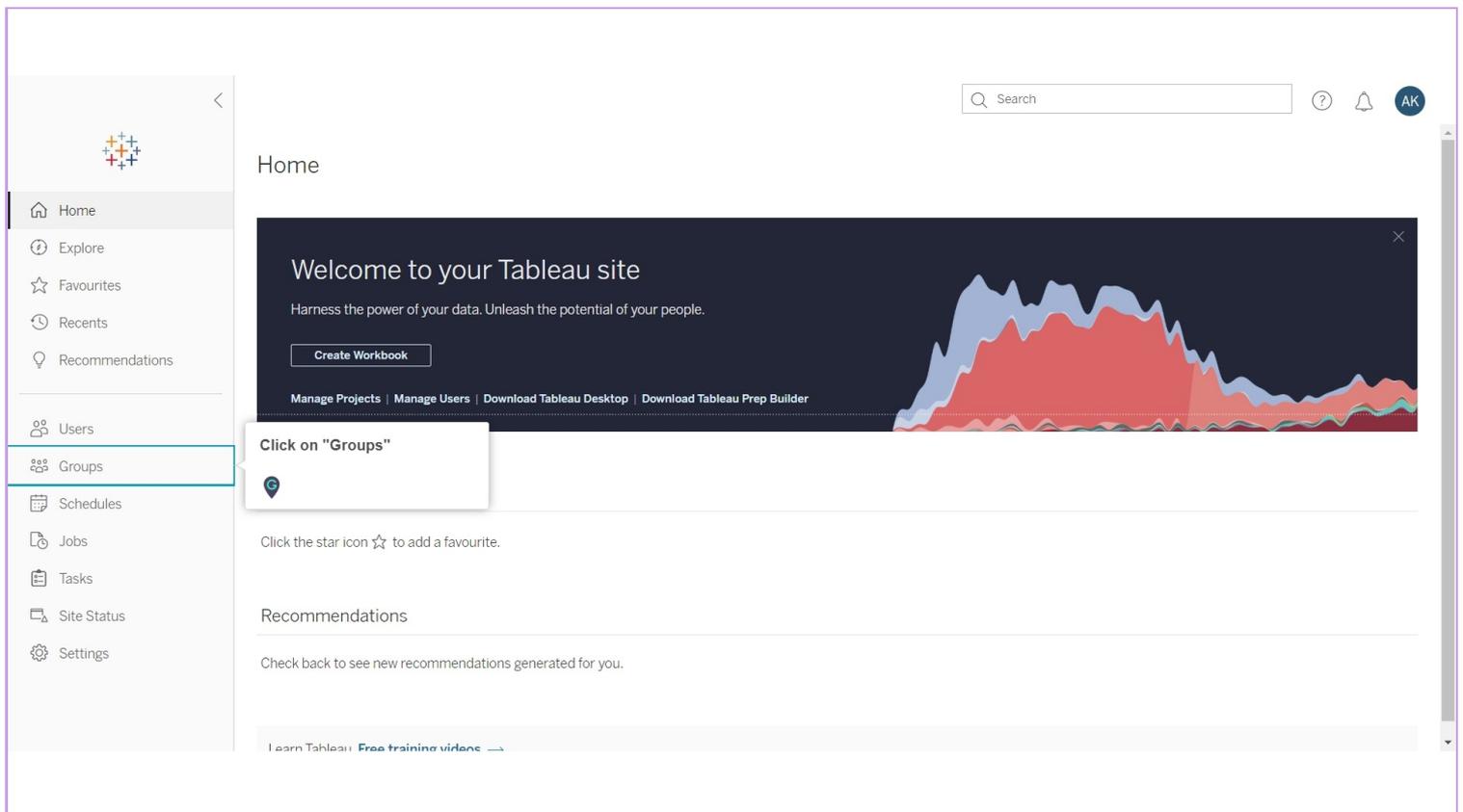
Step: 01

Open your Tableau site



Step: 02

Click on "Groups"



The screenshot shows the Tableau home page interface. On the left is a navigation sidebar with a search icon at the top and a list of menu items: Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The 'Groups' item is highlighted with a blue bar. A white callout box with a blue location pin icon and the text 'Click on "Groups"' points to this item. The main content area is titled 'Home' and features a search bar, a 'Welcome to your Tableau site' banner with a 'Create Workbook' button, and links for 'Manage Projects', 'Manage Users', 'Download Tableau Desktop', and 'Download Tableau Prep Builder'. Below the banner are sections for 'Recommendations' and a footer with a link to 'Learn Tableau: Free training videos'.

Step: 03

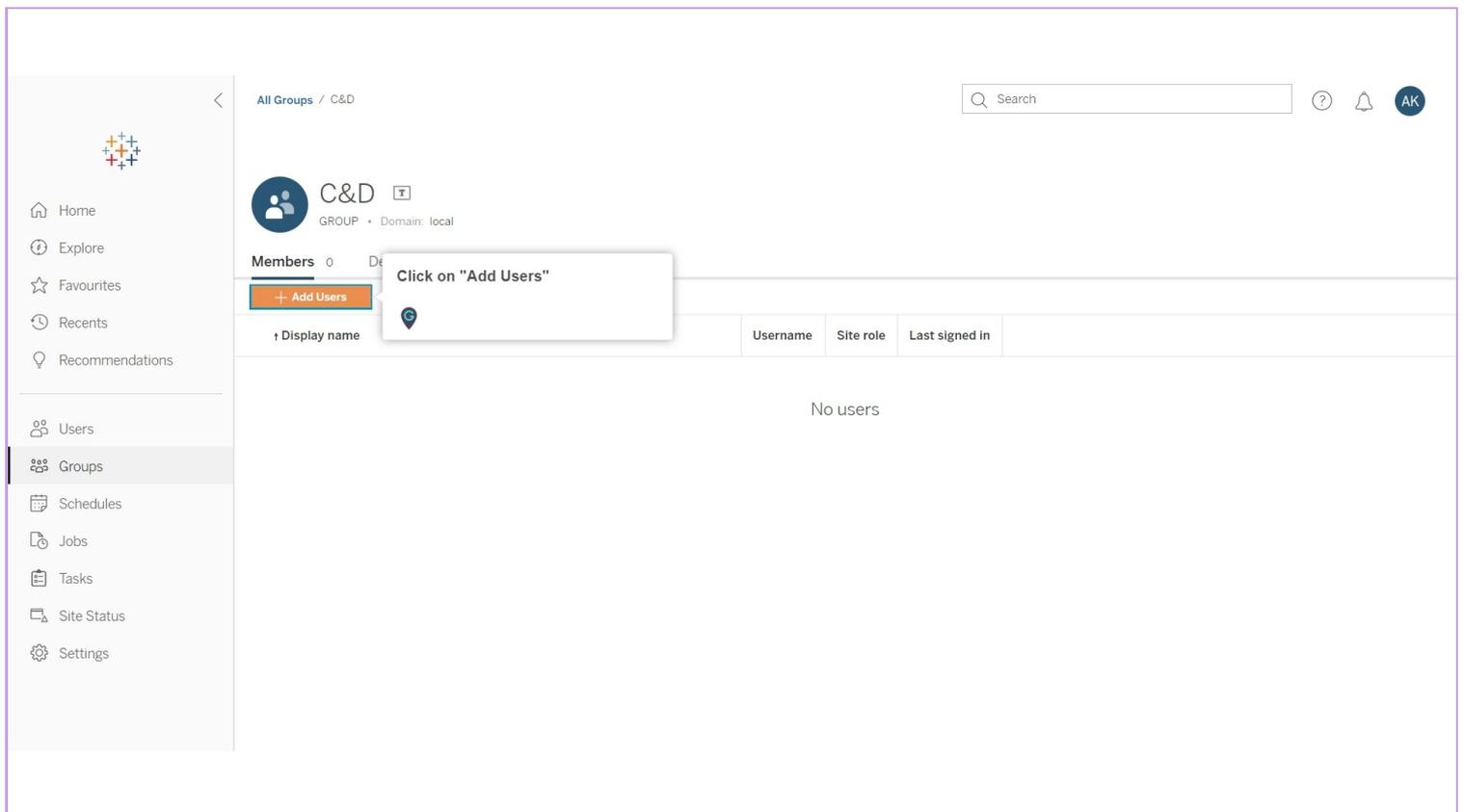
Click on the Group name and start adding users

The screenshot shows the 'Groups' management page in the myGuide application. The left sidebar contains navigation options: Home, Explore, Favourites, Recents, Recommendations, Users, Groups (selected), Schedules, Jobs, Tasks, Site Status, and Settings. The main content area displays a table of groups. The table has columns for 'Name' and 'Users'. The 'C C&D' group is highlighted, and a callout box points to its name with the instruction: 'Click on the Group name and start adding users'.

| | Name | Users |
|--------------------------|---------------|-------|
| <input type="checkbox"/> | ALL All Users | 1 |
| <input type="checkbox"/> | C C&D | 0 |

Step: 04

Click on "Add Users"

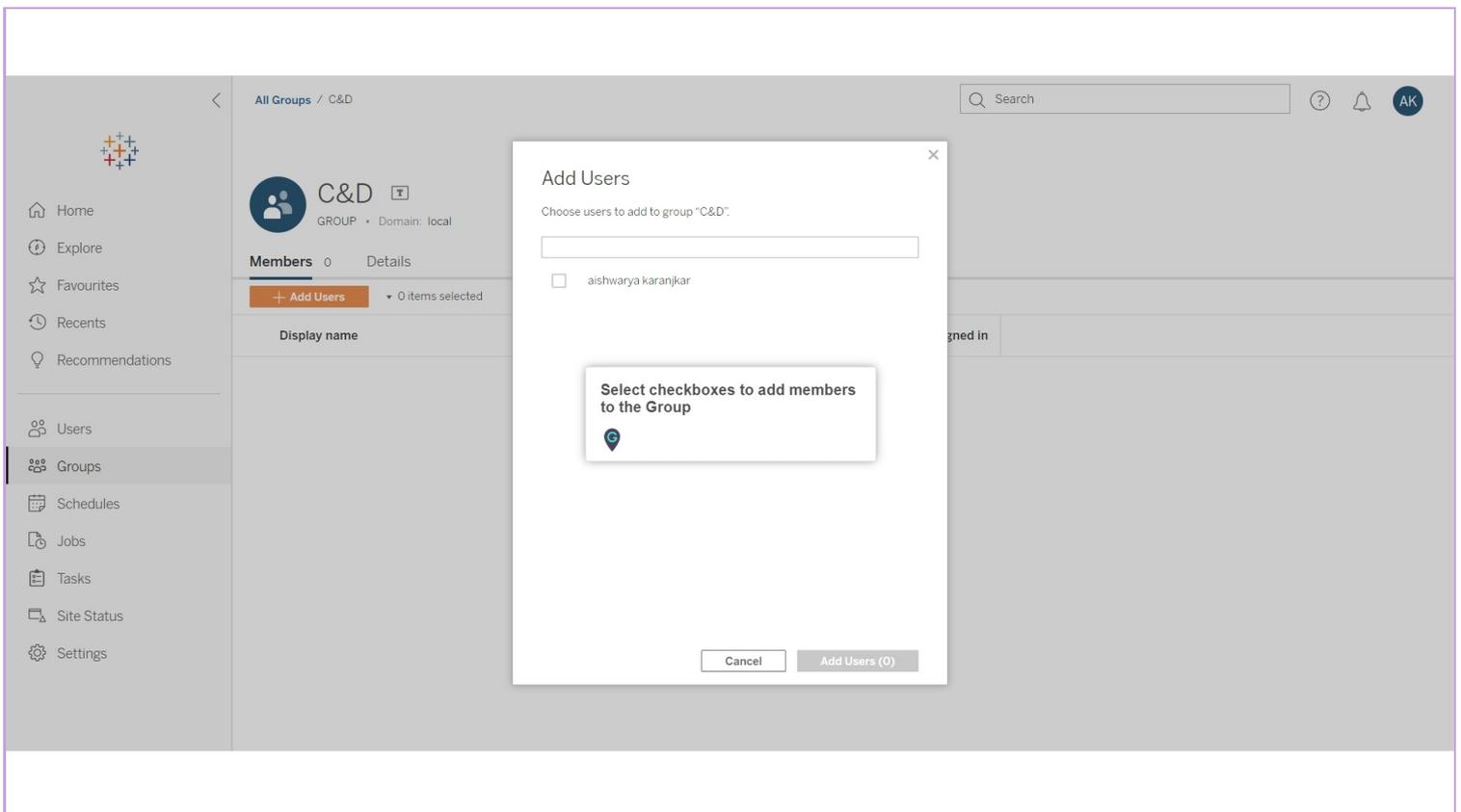


The screenshot displays the 'myGuide' application interface. On the left is a navigation sidebar with options: Home, Explore, Favourites, Recents, Recommendations, Users, Groups (highlighted), Schedules, Jobs, Tasks, Site Status, and Settings. The main content area shows the 'All Groups / C&D' page. At the top right, there is a search bar and user profile icons. The group 'C&D' is identified as a 'GROUP' on the 'Domain: local'. Below this, the 'Members' section shows '0' members and a '+ Add Users' button. A callout box with the text 'Click on "Add Users"' points to this button. Below the button is a table with columns for 'Display name', 'Username', 'Site role', and 'Last signed in'. The table is currently empty, displaying 'No users'.

| Display name | Username | Site role | Last signed in |
|--------------|----------|-----------|----------------|
| No users | | | |

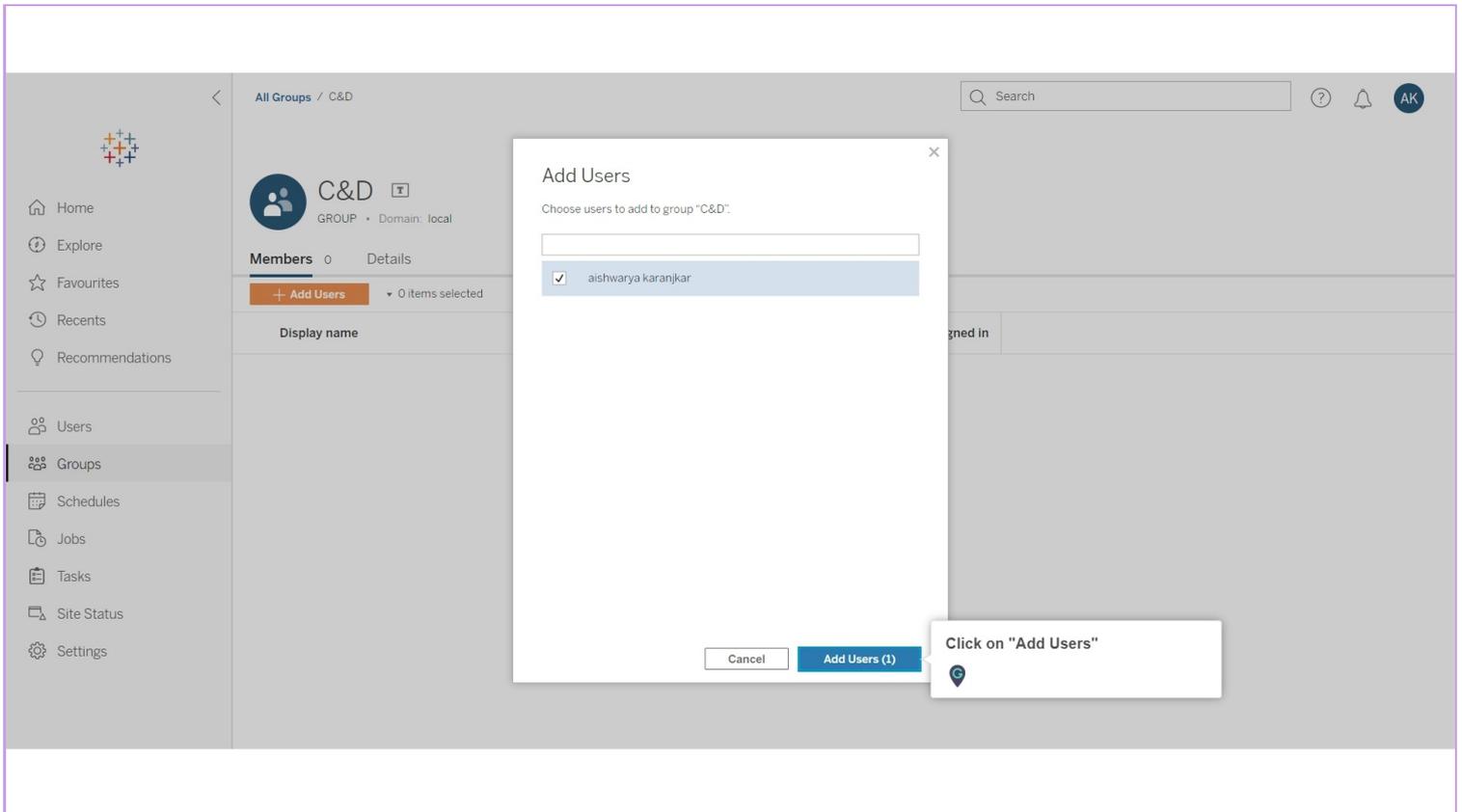
Step: 05

Select checkboxes to add members to the Group



Step: 06

Click on "Add Users"



The screenshot shows the Microsoft 365 Groups interface. On the left is a navigation pane with options like Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The main area displays the 'C&D' group details, including a '+ Add Users' button. An 'Add Users' dialog box is open in the center, titled 'Add Users' and containing the text 'Choose users to add to group "C&D":'. A search bar is at the top of the dialog, and a list below it shows one user, 'aishwarya karanjkar', with a checked checkbox. At the bottom of the dialog are 'Cancel' and 'Add Users (1)' buttons. A small callout box with a location pin icon points to the 'Add Users' button and contains the text 'Click on "Add Users"'. The background shows the group's member list with a 'Display name' header.

Step: 07

Members are added to the group!

The screenshot shows the Microsoft 365 Groups interface. On the left is a navigation pane with options: Home, Explore, Favourites, Recents, Recommendations, Users, Groups (selected), Schedules, Jobs, Tasks, Site Status, and Settings. The main area displays the 'C&D' group details, including a '+ Add Users' button and a table of members. A notification bubble at the top reads: 'Info: "aishwarya karanjkar (aishwaryak+5@edcast.com)" added to "C&D"'. A toast notification in the center says 'Members are added to the group!'. The member table contains one entry:

| Display name | Username | Site role | Last signed in |
|---|-------------------------|----------------------------|-------------------|
| <input type="checkbox"/> AK aishwarya karanjkar | aishwaryak+5@edcast.com | Site Administrator Creator | 5 Feb 2020, 12:32 |

Thank You!

myguide.org