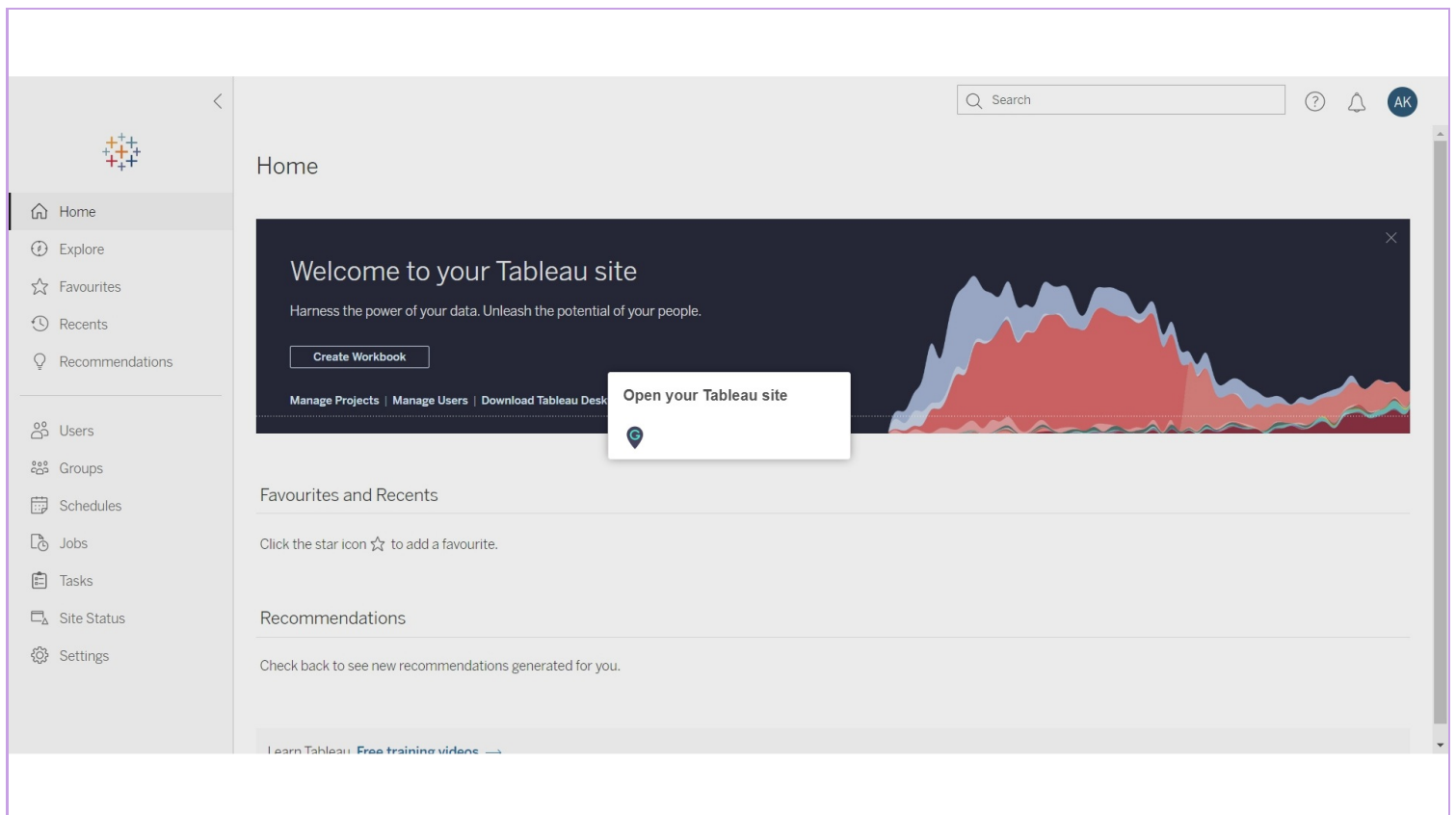




How to Create a Group in Tableau online

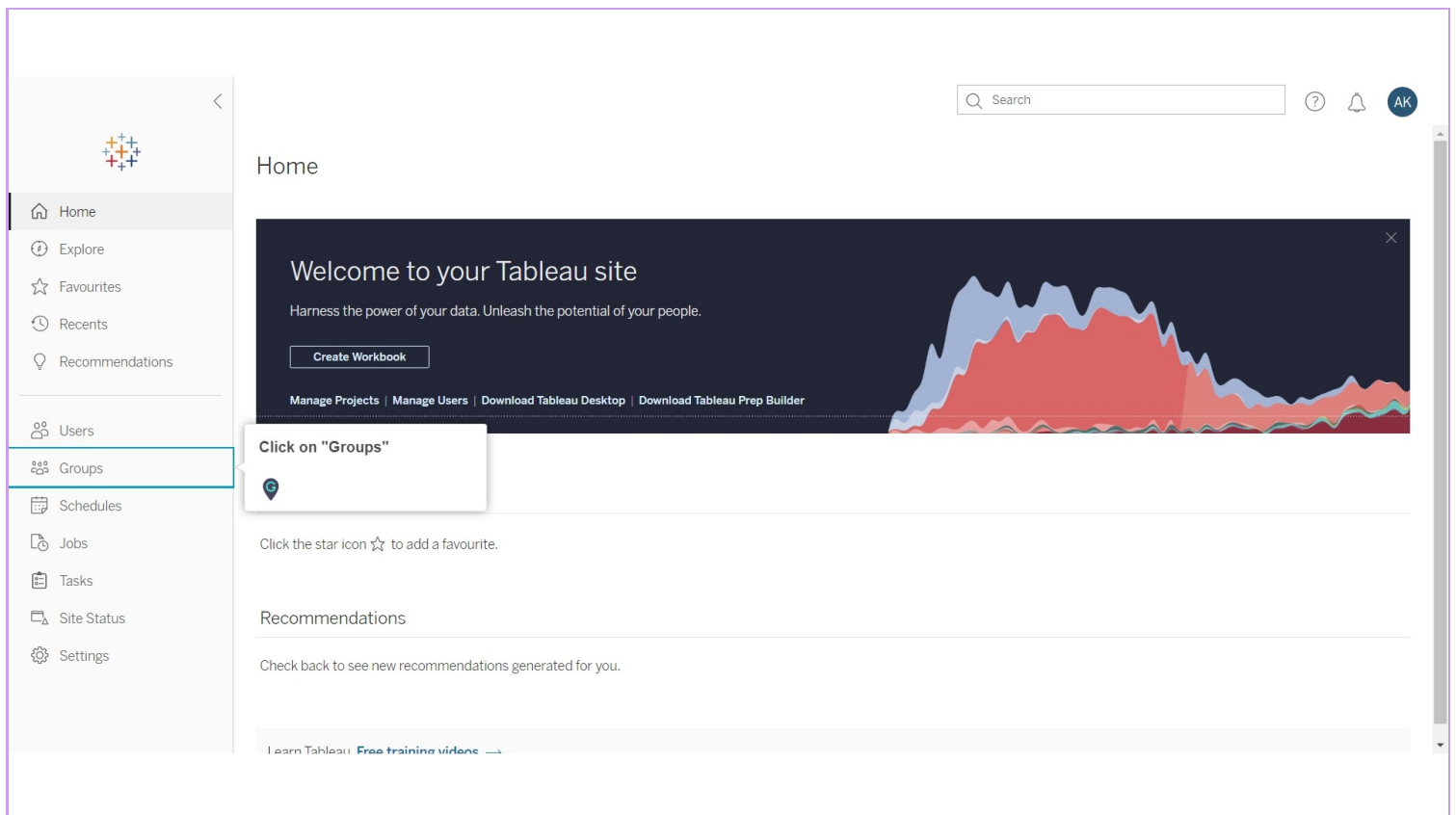
Step: 01

Open your Tableau site



Step: 02

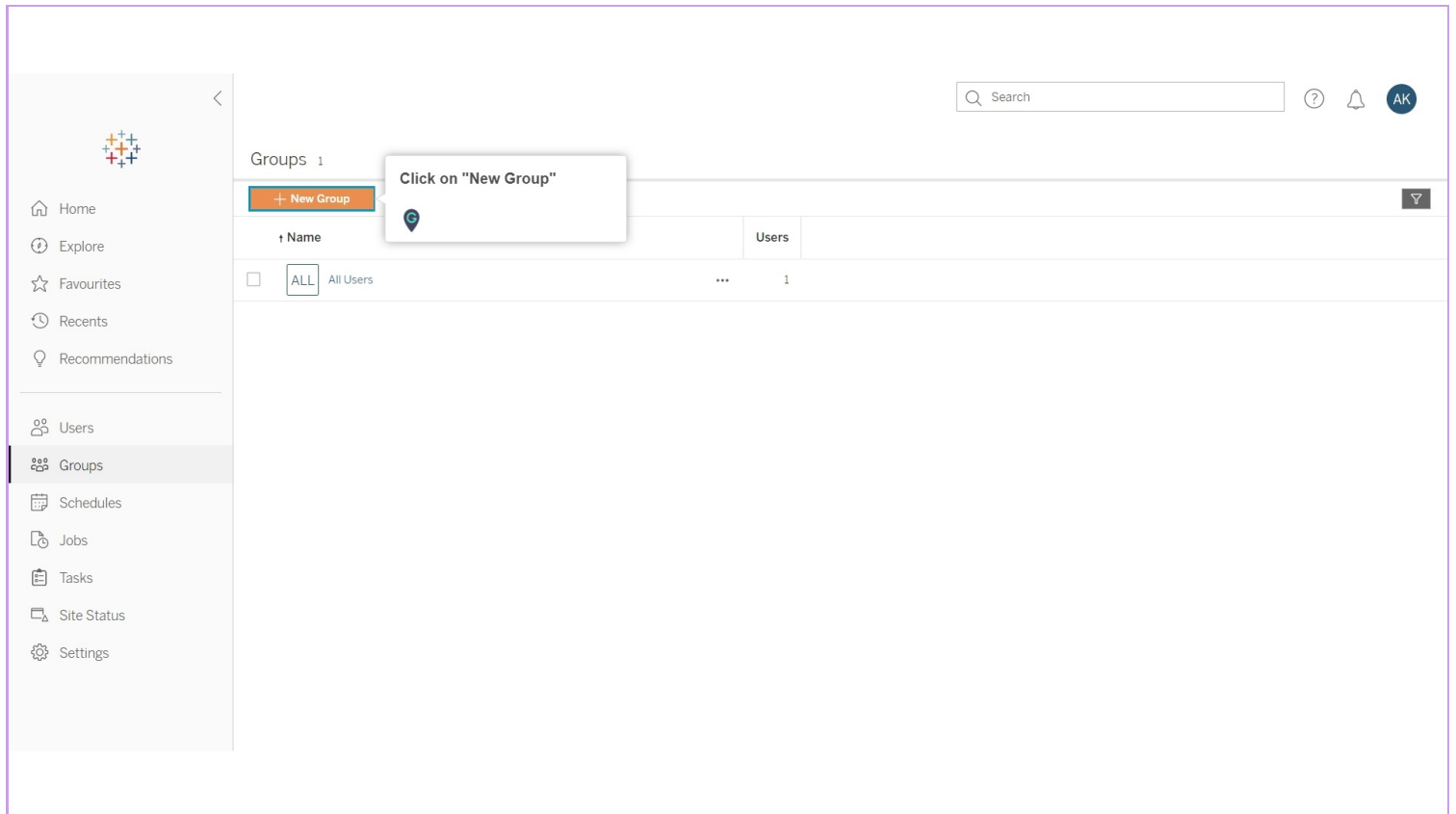
Click on "Groups"



The screenshot shows the Tableau home page interface. On the left is a navigation sidebar with the following items: Home, Explore, Favourites, Recents, Recommendations, Users, **Groups** (highlighted with a blue bar), Schedules, Jobs, Tasks, Site Status, and Settings. The main content area is titled "Home" and features a search bar at the top right. Below the search bar is a large banner with the text "Welcome to your Tableau site" and "Harness the power of your data. Unleash the potential of your people." A "Create Workbook" button is visible on the banner. Below the banner are links for "Manage Projects", "Manage Users", "Download Tableau Desktop", and "Download Tableau Prep Builder". A callout box with a blue location pin icon and the text "Click on 'Groups'" points to the "Groups" menu item in the sidebar. Below the banner, there are sections for "Click the star icon ☆ to add a favourite.", "Recommendations", and "Check back to see new recommendations generated for you." At the bottom, there is a link for "Learn Tableau Free training videos".

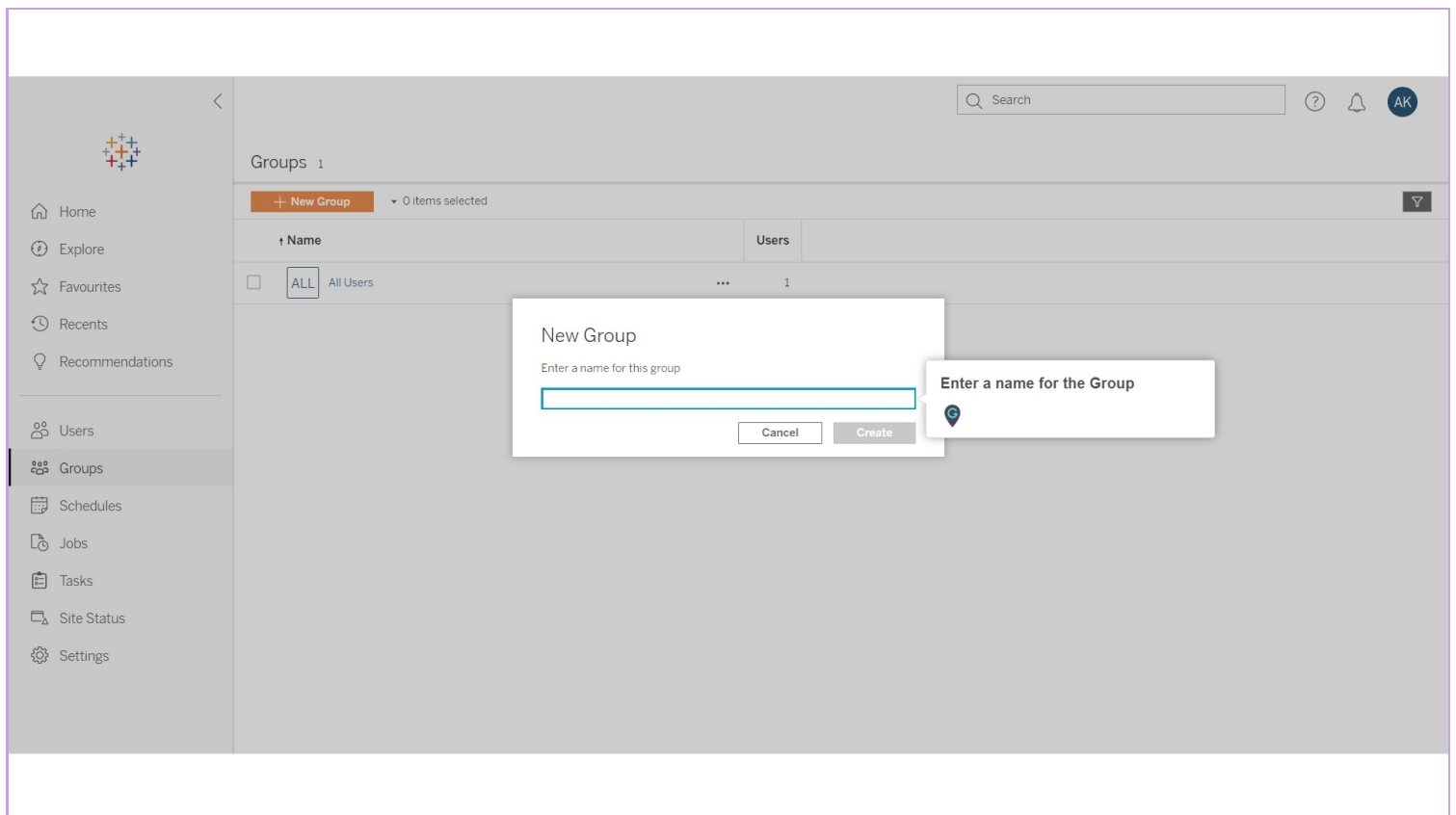
Step: 03

Click on "New Group"



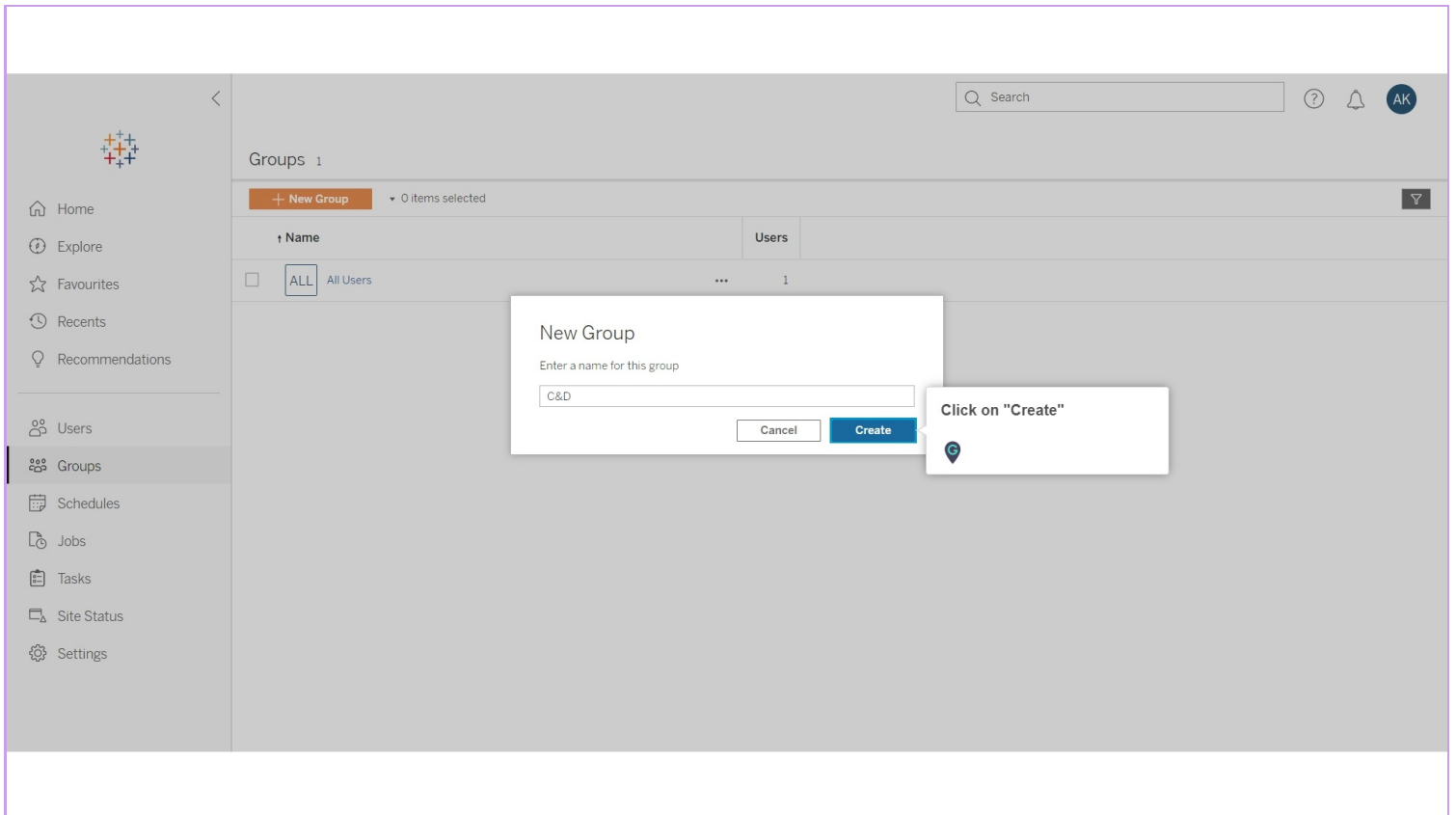
Step: 04

Enter a name for the Group



Step: 05

Click on "Create"



Step: 06

The group has been created!

The screenshot shows a web application interface for managing groups. 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 is titled 'Groups 2' and features a '+ New Group' button and '0 items selected' status. Below this is a table with columns 'Name' and 'Users'. The table contains two rows: 'ALL All Users' with 1 user, and 'C C&D' with 0 users. A confirmation message 'The group has been created!' with a location pin icon is displayed in the center of the page.

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

Thank You!

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