

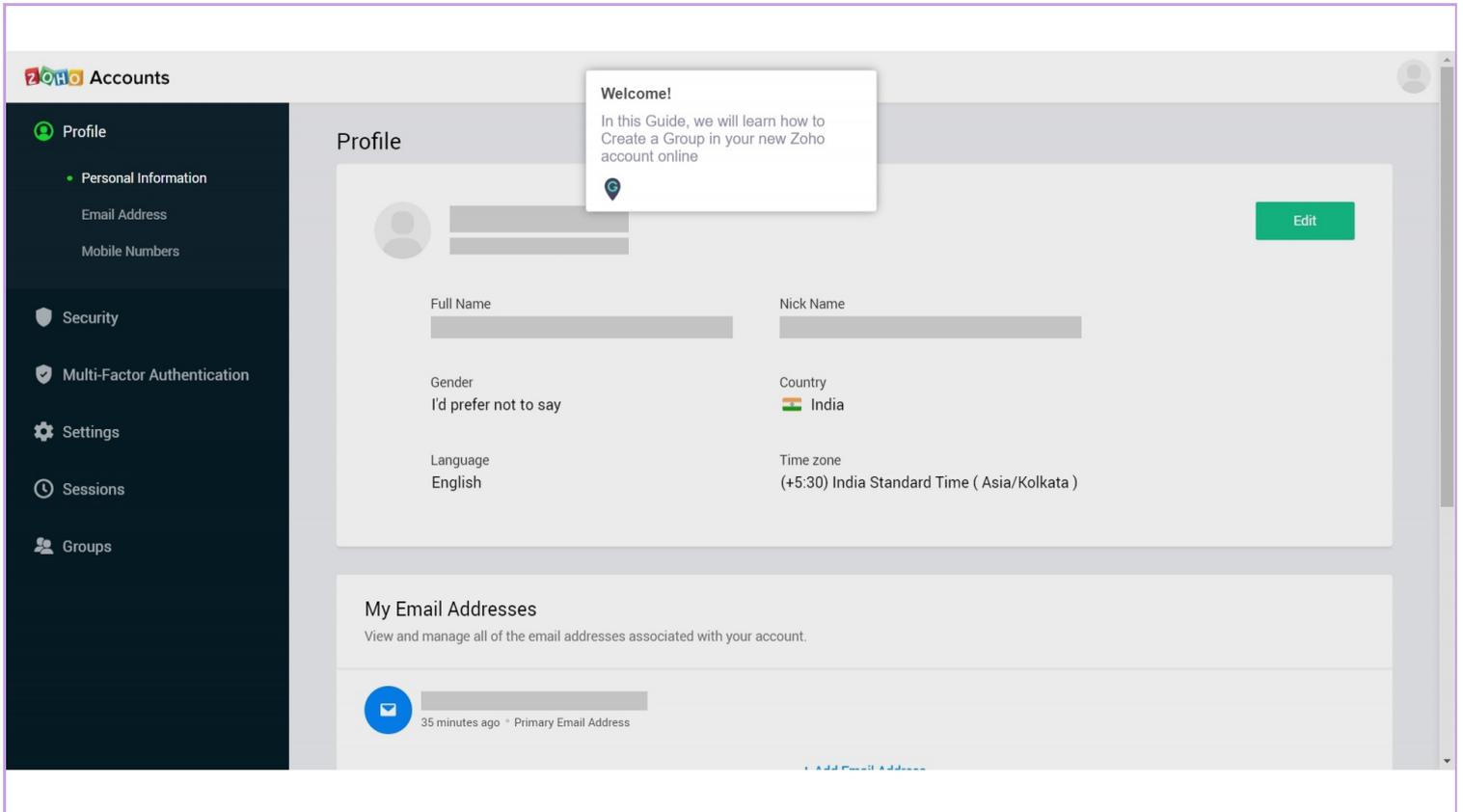


How to Create a Group in your new Zoho Account

Step: 01

Welcome!

In this Guide, we will learn how to Create a Group in your new Zoho account online



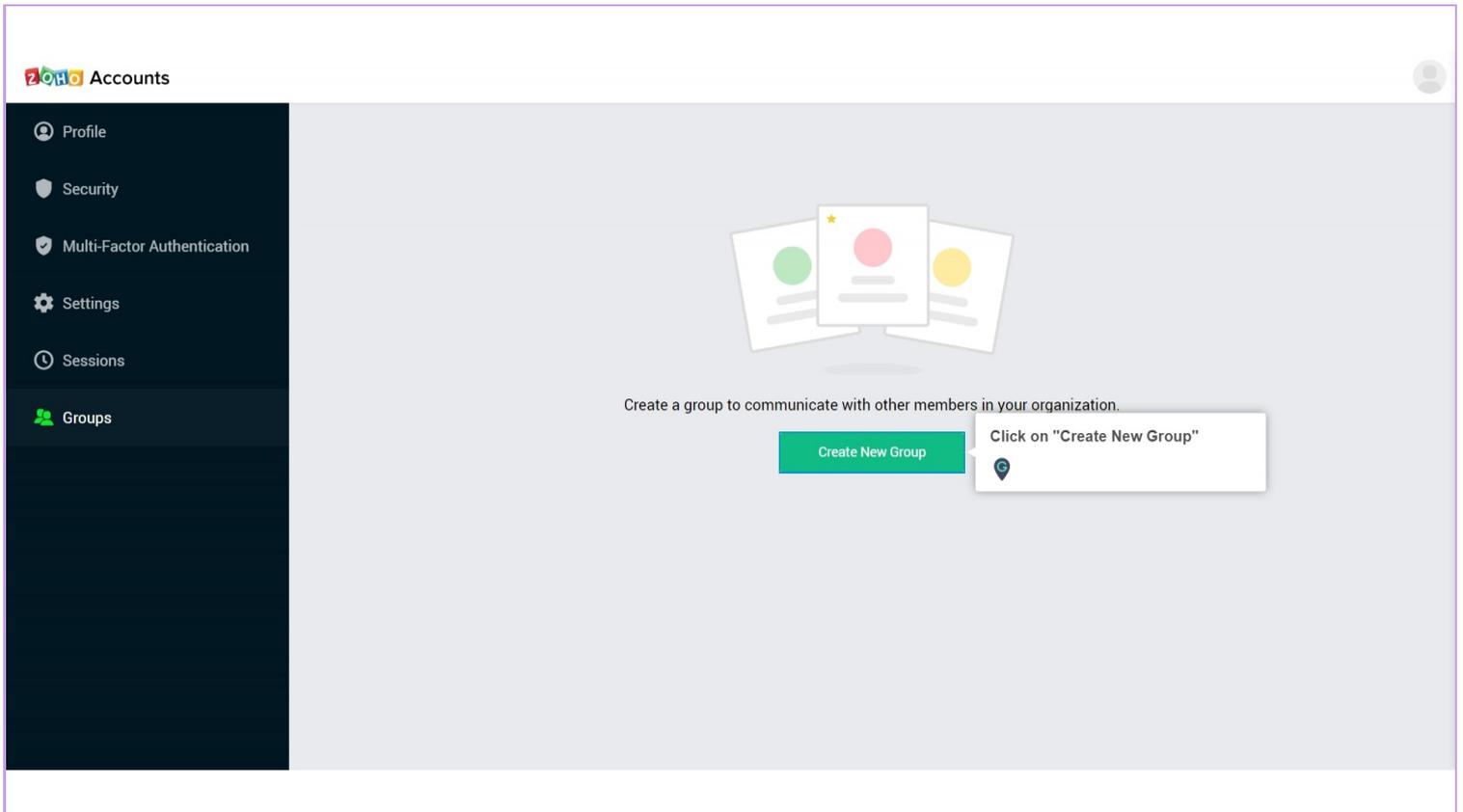
Step: 02

Click on "Groups"

The screenshot shows the Zoho Accounts user interface. On the left is a dark sidebar menu with the following items: Profile (with a sub-menu for Personal Information, Email Address, and Mobile Numbers), Security, Multi-Factor Authentication, Settings, Sessions, and Groups. The 'Groups' item is highlighted with a blue bar. A white callout box with a blue location pin icon points to the 'Groups' item, containing the text 'Click on "Groups"'. The main content area is titled 'Profile' and contains a profile card with a placeholder for a profile picture and a green 'Edit' button. Below the profile card are fields for Full Name, Nick Name, Gender (set to 'I'd prefer not to say'), Country (set to 'India'), Language (set to 'English'), and Time zone (set to '(+5:30) India Standard Time (Asia/Kolkata)'). Below the profile section is a 'My Email Addresses' section with a red envelope icon and a placeholder for an email address, and a blue '+ Add Email Address' link.

Step: 03

Click on "Create New Group"



Step: 04

Enter "Group Name"

Zoho Accounts

- Profile
- Security
- Multi-Factor Authentication
- Settings
- Sessions
- Groups

Create Group

Group Name

Description (Optional)

Initial Members

Enter the email address of your members (Separate multiple emails with a comma.)

Create Back

Enter "Group Name"

members in your organization.

Step: 05

Add a description if you want

Accounts

- Profile
- Security
- Multi-Factor Authentication
- Settings
- Sessions
- Groups

Create Group

Group Name
Demo one

Description (Optional)

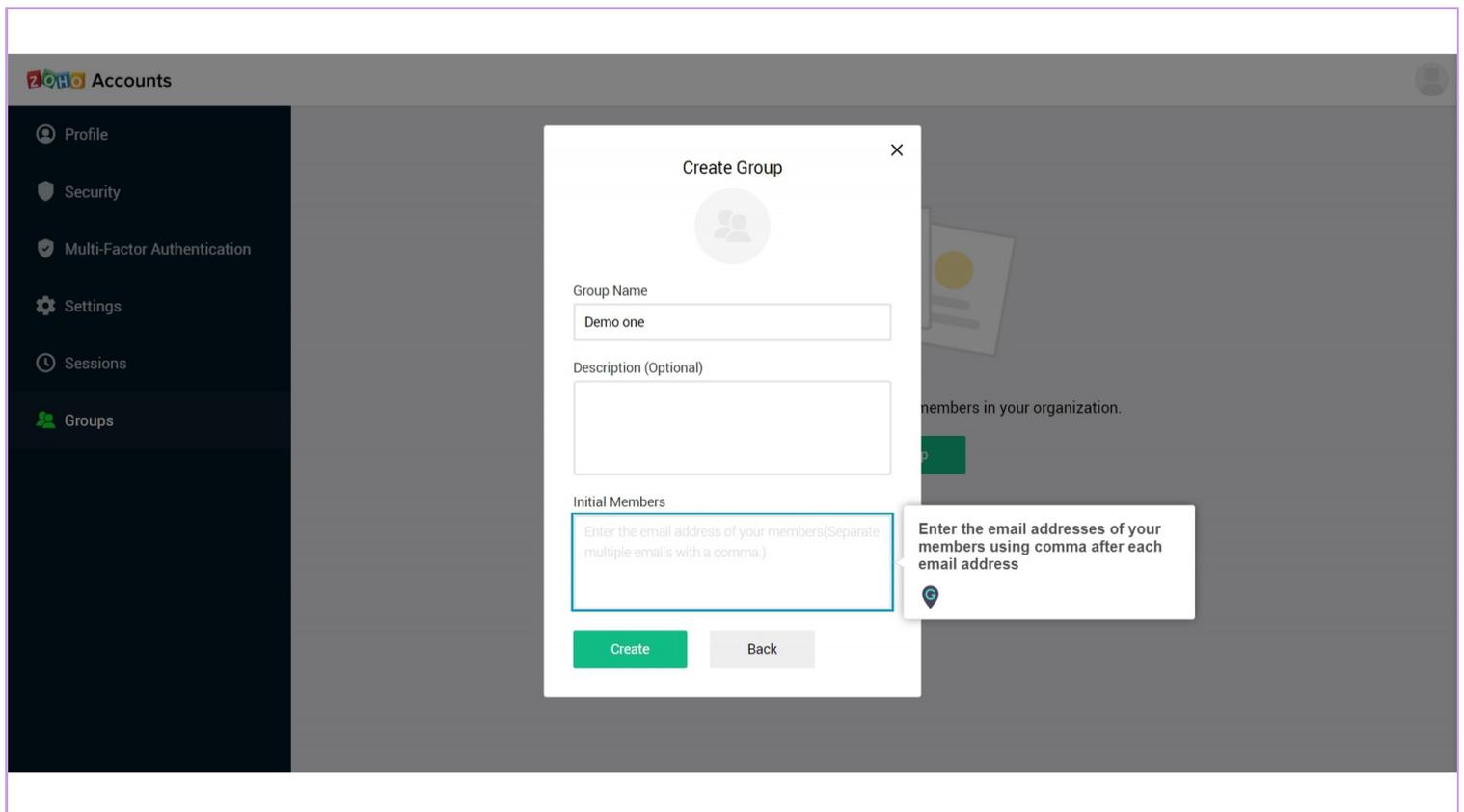
Initial Members
Enter the email address of your members(Separate multiple emails with a comma.)

Create Back

Add a description if you want

Step: 06

Enter the email addresses of your members using comma after each email address



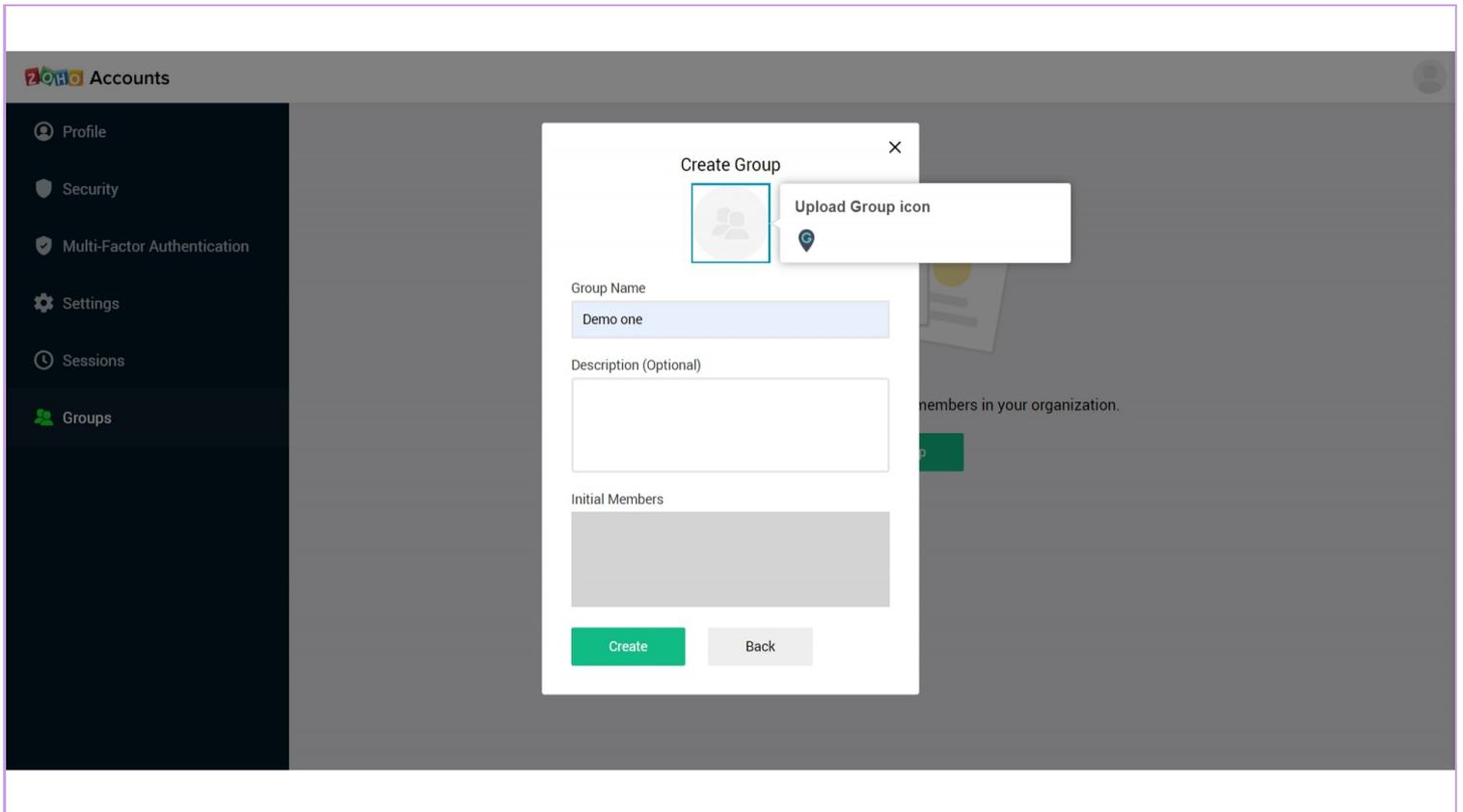
The screenshot shows the Zoho Accounts interface with a 'Create Group' modal open. The modal contains the following fields:

- Group Name:** A text input field containing 'Demo one'.
- Description (Optional):** A larger text input field.
- Initial Members:** A text input field with a tooltip that reads: 'Enter the email addresses of your members using comma after each email address'. The tooltip also includes a small icon of a person with a plus sign.

At the bottom of the modal are two buttons: a green 'Create' button and a grey 'Back' button.

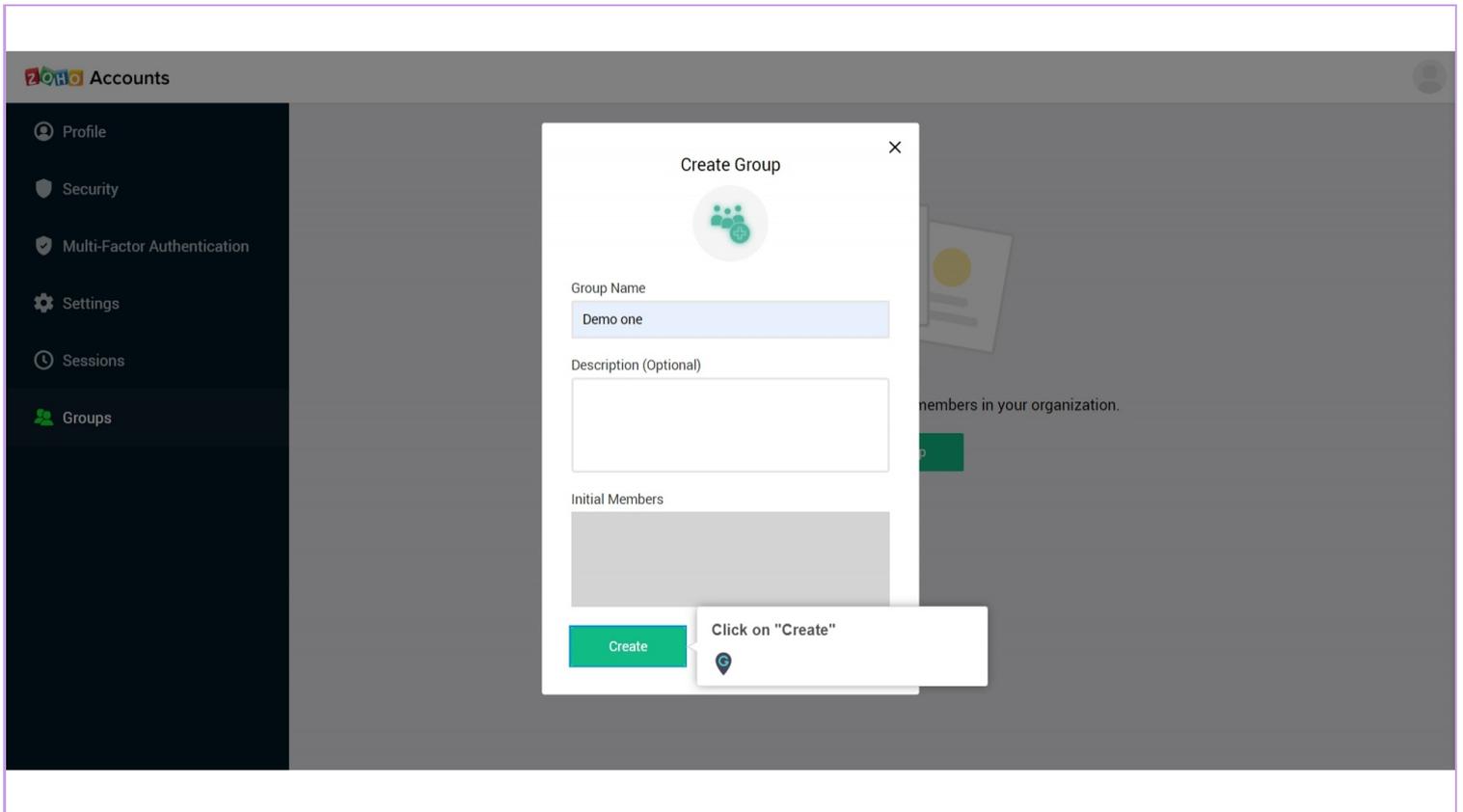
Step: 07

Upload Group icon



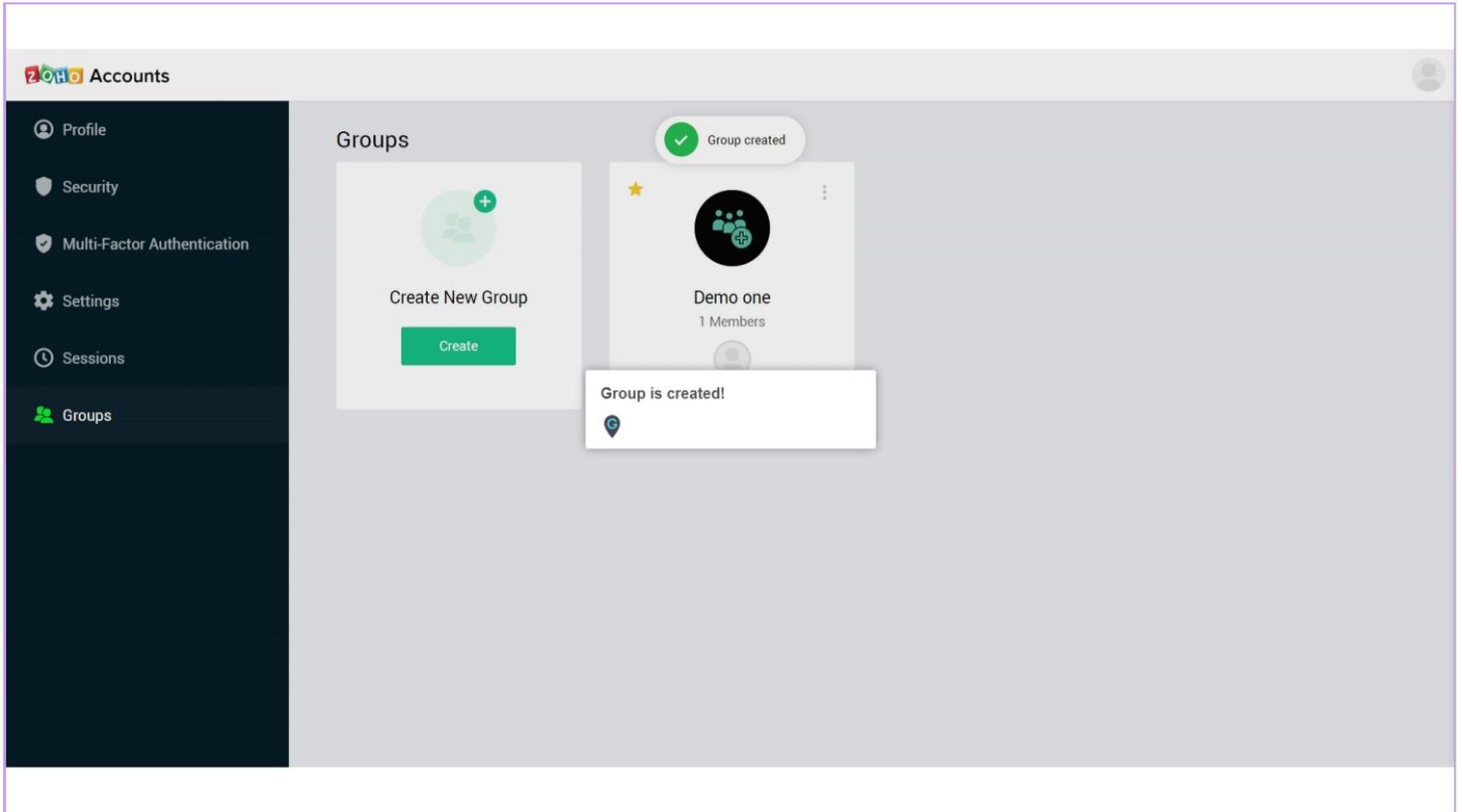
Step: 08

Click on "Create"



Step: 09

Group is created!



Thank You!

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