

ADMIN CONSOLE > ORGANIZATION BASICS

Groups

View in the help center:
<https://bitwarden.com/help/about-groups/>

Groups

What are groups?

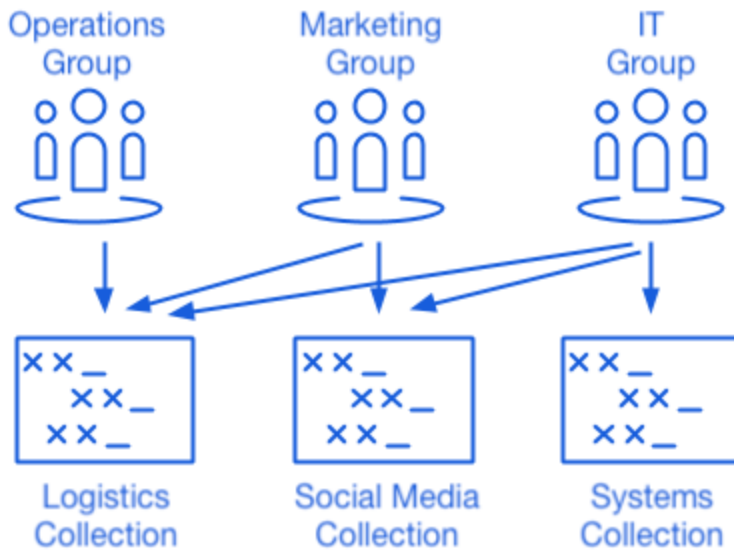
Groups relate together individual members and provide a scalable way to assign access to and [permissions](#) for specific [collections](#). When [onboarding new members](#), add them to a group to have them automatically inherit that group's configured permissions.

Note

Groups are available to [Teams](#) and [Enterprise](#) organizations.

Using groups

Organizations can designate access to [collections](#) based on member groups, rather than individual members. Group-collection associations provide a deep level of access control and scalability to sharing resources. One common group-collection methodology is to create **Groups by Department** and **Collections by Function**, for example:



Using Collections with Groups

Other common methodologies include **Collections by Vendor or System** (for example, members in an **Engineering** group are assigned to a **AWS Credentials** collection) and **Groups by Locality** (for example, members are assigned to a **US Employees** group or **UK Employees** group).

Create a group

Organization [admins](#) (or [higher](#)) and [provider users](#) can create and manage groups. To create a group:

1. Log in to the Bitwarden [web app](#) and open the Admin Console using the product switcher:

bitwarden Password Manager

All vaults

Filters: Search vaults, All vaults, My vault, My Organiz..., Teams Org..., New organization, All items, Favorites, Login, Card, Identity, Secure note, Folders, No folder, Collections, Default colle..., Default colle..., Trash.

☐	All	Name	Owner	
☐		Company Credit Card Visa, *4242	My Organiz...	
☐		Personal Login myusername	Me	
☐		Secure Note	Me	
☐		Shared Login sharedusername	My Organiz...	

Product switcher

2. Navigate to **Groups** and select the **+ New Group** button:

bitwarden Admin Console

Groups

Search groups **+ New group**

☐	All	Name	Collections	
☐		Customer Success Team	Development Tools Productivity Tools	
☐		Finance Team	Financials	
☐		Marketing Team	Productivity Tools Social Media	

New group

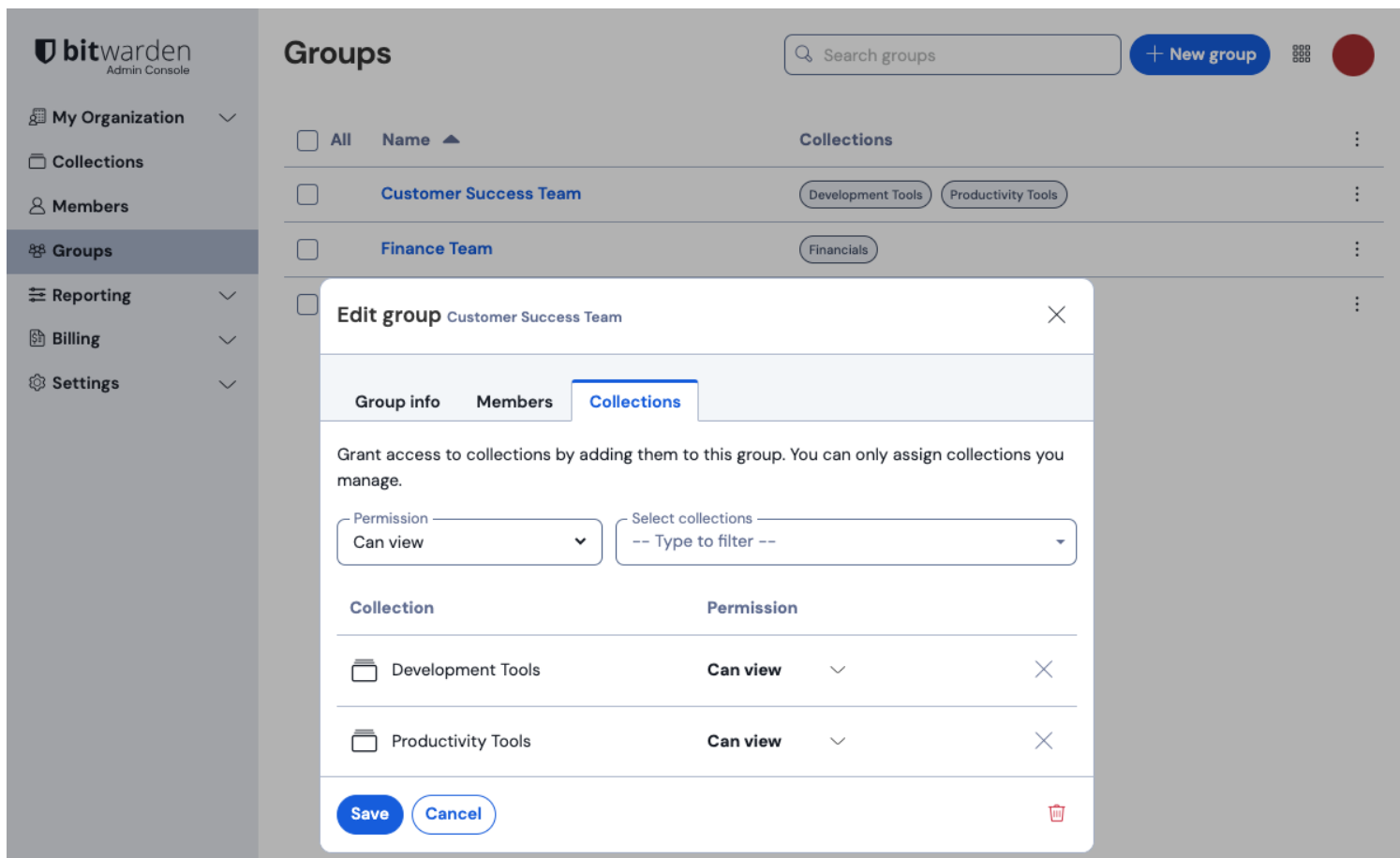
3. On the **Group info** tab, give your group a **Name**.

Tip

Fältet **Externt ID** är endast relevant om du använder [Directory Connector](#) och kommer att synas i dialogen när det konfigureras med [SCIM](#), Directory Connector eller API.

4. On the **Members** tab, assign members to the group.

5. On the **Collections** tab, assign collections to group. For each collection, select the desired [permissions](#):



The screenshot shows the Bitwarden Admin Console interface. On the left is a sidebar with navigation links: My Organization, Collections, Members, Groups (selected), Reporting, Billing, and Settings. The main area is titled 'Groups' and contains a table of groups. The 'Customer Success Team' group is selected, and the 'Edit group' dialog is open. The dialog has three tabs: 'Group info', 'Members', and 'Collections' (selected). The 'Collections' tab shows a list of collections with their permissions. The 'Can view' permission is selected for both 'Development Tools' and 'Productivity Tools' collections. The dialog also includes a 'Save' button and a 'Cancel' button.

Collection	Permission
Development Tools	Can view
Productivity Tools	Can view

Collections permissions

Permissions can designate that members can either view-only or edit items in the collection, as well as whether they can manage access to the collection and whether [passwords are hidden](#).

6. Select **Save** to finish creating your group.

Edit members assignments

Once your groups are created and configured, add members to them:

1. In the Admin console, open the **Groups** view.
2. For the group you want to edit, use the  options menu to select **Members**.

3. Add or remove members from the group and select **Save**

Note

If the **Owners and admins can manage all collections and items** option is disabled, administrators are unable to add themselves to a group. However, they can add other administrators to a group. See [Collection management settings](#) for more information.

Edit collections assignments

If you want to change the [collections](#) or [permissions](#) assigned to a group:

1. In the Admin console, open the **Groups** view.
2. For the group you want to edit, use the  options menu to select **Collections**.
3. Add, remove, or change collections permissions from the group and select **Save**.