

ADMIN CONSOLE > MANAGE MEMBERS

Groups

View in the help center:

<https://bitwarden.com/help/about-groups/>

Groups

What are groups?

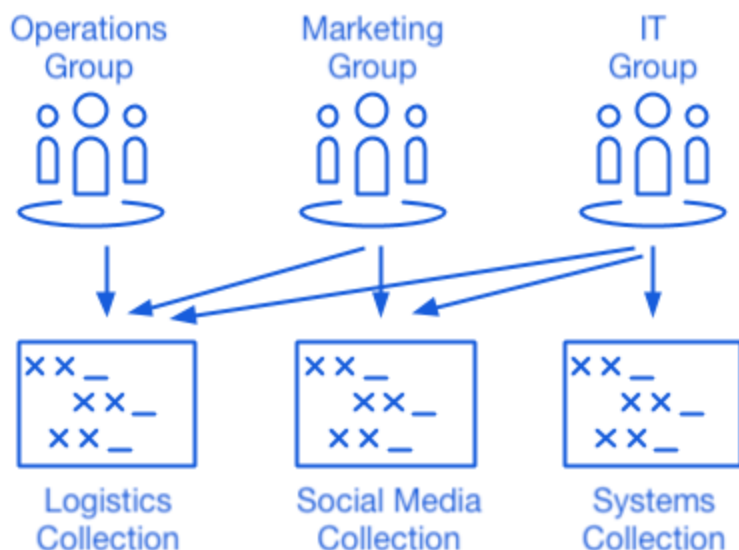
Groups relate together individual members and provide a scalable way to assign access to and [permissions](#) for specific [collections](#). When [onboarding new members](#), add them to a group to have them automatically inherit that group's configured permissions.

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:

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

<input type="checkbox"/>	All	Name	Owner
<input type="checkbox"/>		Company Credit Card Visa, *4242	My Organiz...
<input type="checkbox"/>		Personal Login myusername	Me
<input type="checkbox"/>		Secure Note	Me
<input type="checkbox"/>		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

<input type="checkbox"/>	All	Name	Collections
<input type="checkbox"/>		Customer Success Team	Development Tools Productivity Tools
<input type="checkbox"/>		Finance Team	Financials
<input type="checkbox"/>		Marketing Team	Productivity Tools Social Media

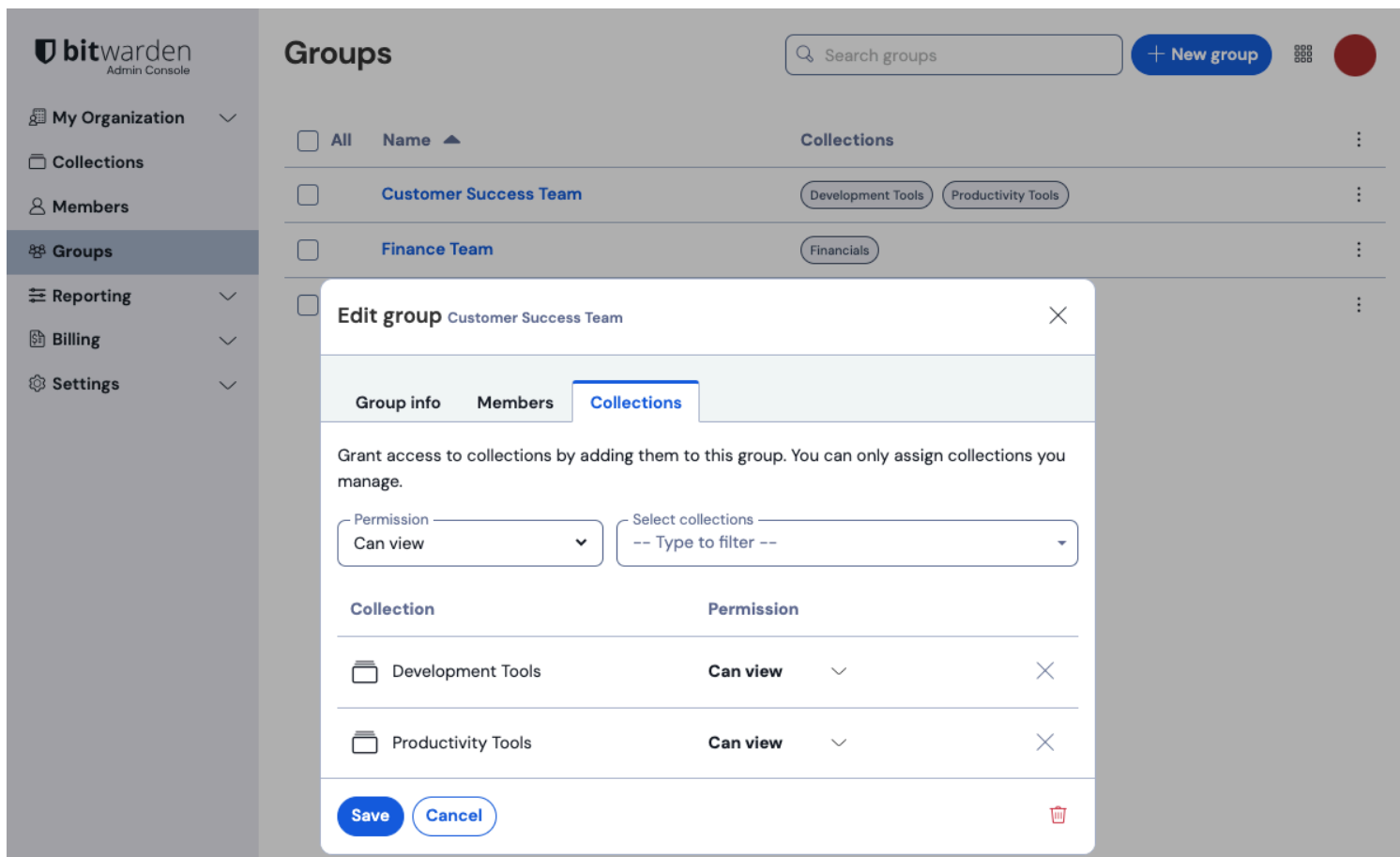
New group

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

Tip

The **External Id** field is only relevant if you are using [Directory Connector](#) and will be visible in the dialogue when configured using [SCIM](#), Directory Connector, or the API.

- On the **Members** tab, assign members to the group.
- 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 search bar and a '+ New group' button. Below this is a table of groups. The 'Edit group' modal is open for the 'Customer Success Team' group, showing the 'Collections' tab. The modal includes a 'Group info' tab, a 'Members' tab, and a 'Collections' tab. The 'Collections' tab has a heading 'Grant access to collections by adding them to this group. You can only assign collections you manage.' Below this is a form with a 'Permission' dropdown set to 'Can view' and a 'Select collections' dropdown set to '-- Type to filter --'. Below the form is a table with columns 'Collection' and 'Permission'. The table lists 'Development Tools' and 'Productivity Tools', both with 'Can view' permissions. At the bottom of the modal are 'Save' and 'Cancel' buttons, and a trash icon.

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](#).

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

Edit members assignments

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

- In the Admin console, open the **Groups** view.
- 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**.