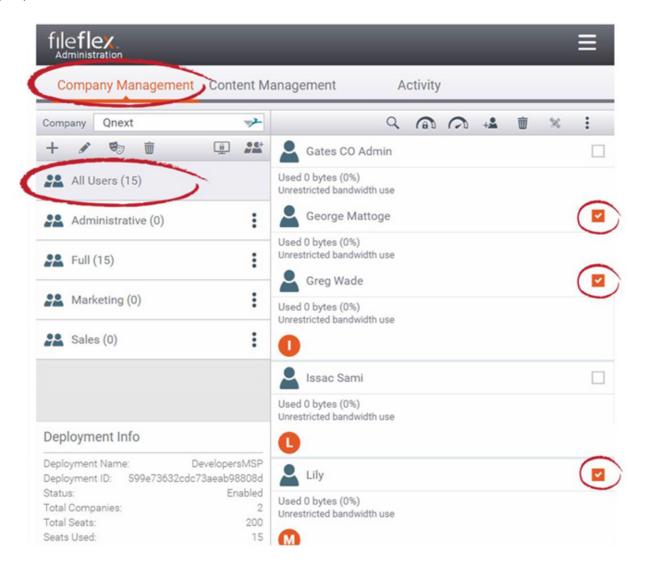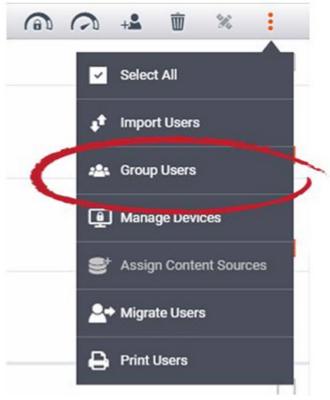# Grouping Users into Departments

1. To group users into departments, in the **Company Management** tab under **All Users**, select the users you would like to group.

Select Users To Group

2. Select the top right Activity bar menu (3 dots).

3. In the dropdown, select **Group Users**.

Open Menu, Click **Group Users**

4. Select the department(s) you would like to add the users to, then click **OK**.