

# Creating Groups

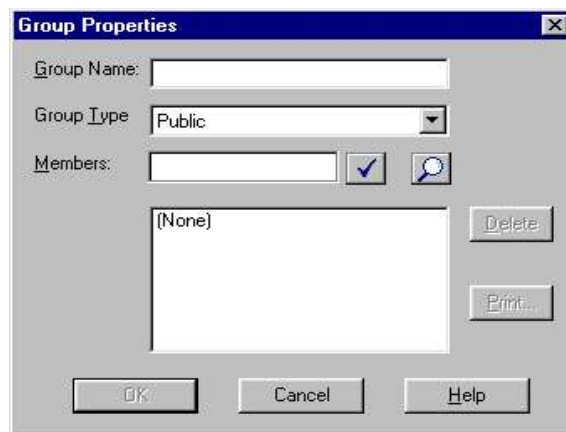
Calendar allows you to create groups of users and Resources. These groups save you time when you need to invite the same set of people and/or Resources on a regular basis. You can create groups of different types, which determine to whom the group will be available.

## Creating a Group

To create a group select from the Menu toolbar -- Options → Manage Groups and the following dialog box will appear.



Select New to create a new group.



**Enter** an appropriate group name

**Select** the appropriate group type. This can be one of three options.

1. Public group. A public group is accessible to everyone on the system.
2. Private group. A Private group will only be available to the person who has created it
3. Members only. The group will only be available to the members of the group.

**Add** users and Resources using the Members edit box.

1. Click the Checkmark button to accept each addition This adds it to the list of members.
2. Click the Search button to look for people and Resources to add.
3. Click Delete to delete selected names.
4. Click Print to print your list.

**Click Ok** to complete the creation of the group.

**Note:** Only the creator of the group can edit and/or delete the group.