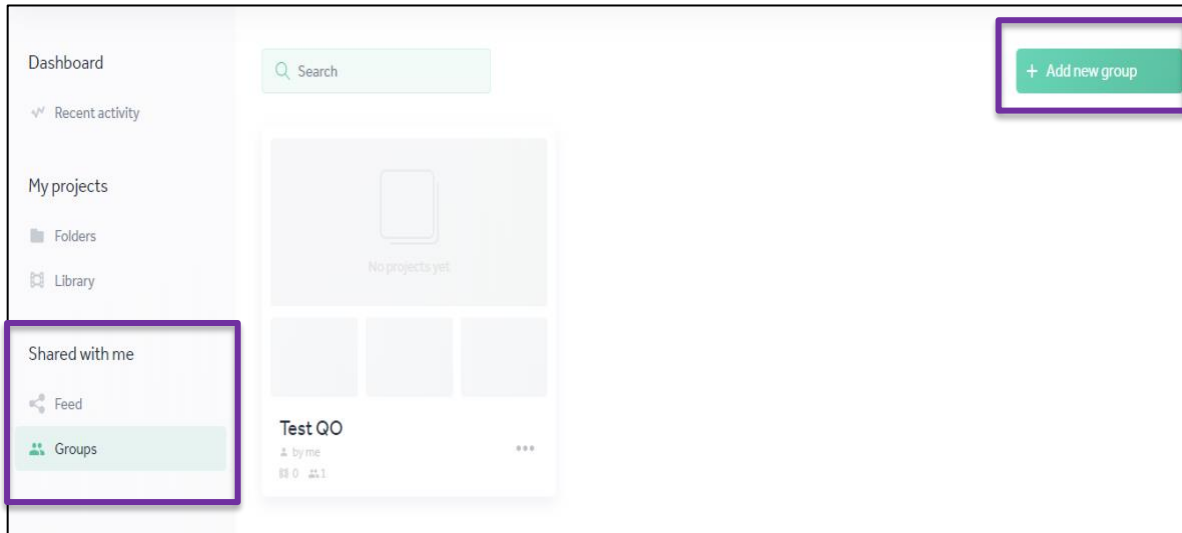
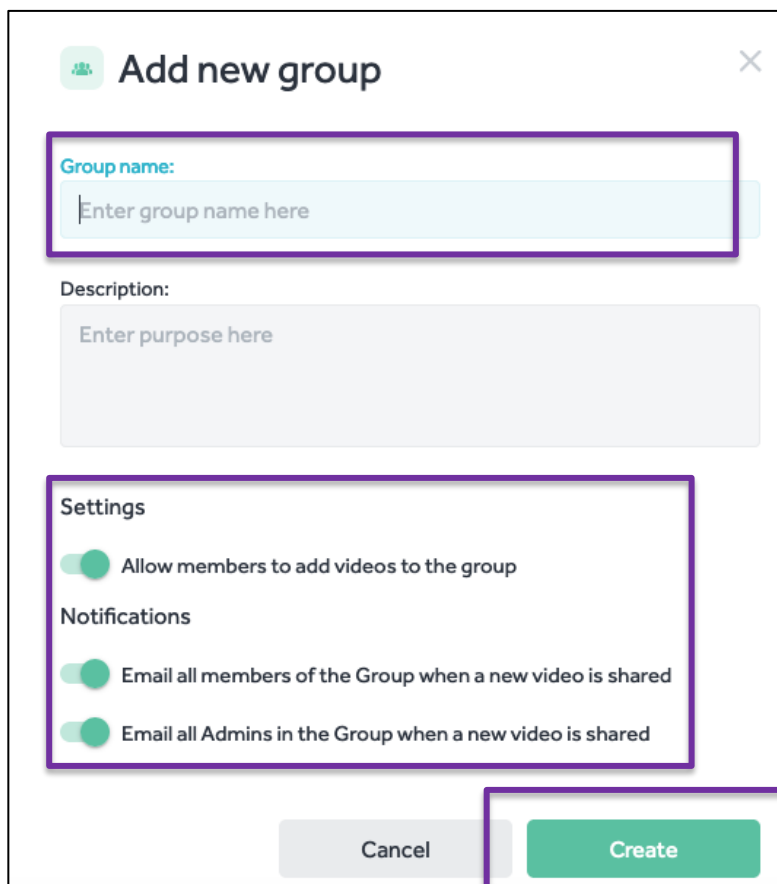


Swivl: Creating Groups

Log into your Swivl account > Shared with Me > Groups > Add new group



> Add a Group name > Settings: Keep all defaults > Create



The 'Add new group' form is shown with several fields highlighted by purple boxes. The 'Group name' field is the top input field. Below it is the 'Description' field. The 'Settings' section contains three toggle switches, all of which are turned on. At the bottom, the 'Create' button is highlighted with a purple box, while the 'Cancel' button is not.

Add new group

Group name:
Enter group name here

Description:
Enter purpose here

Settings

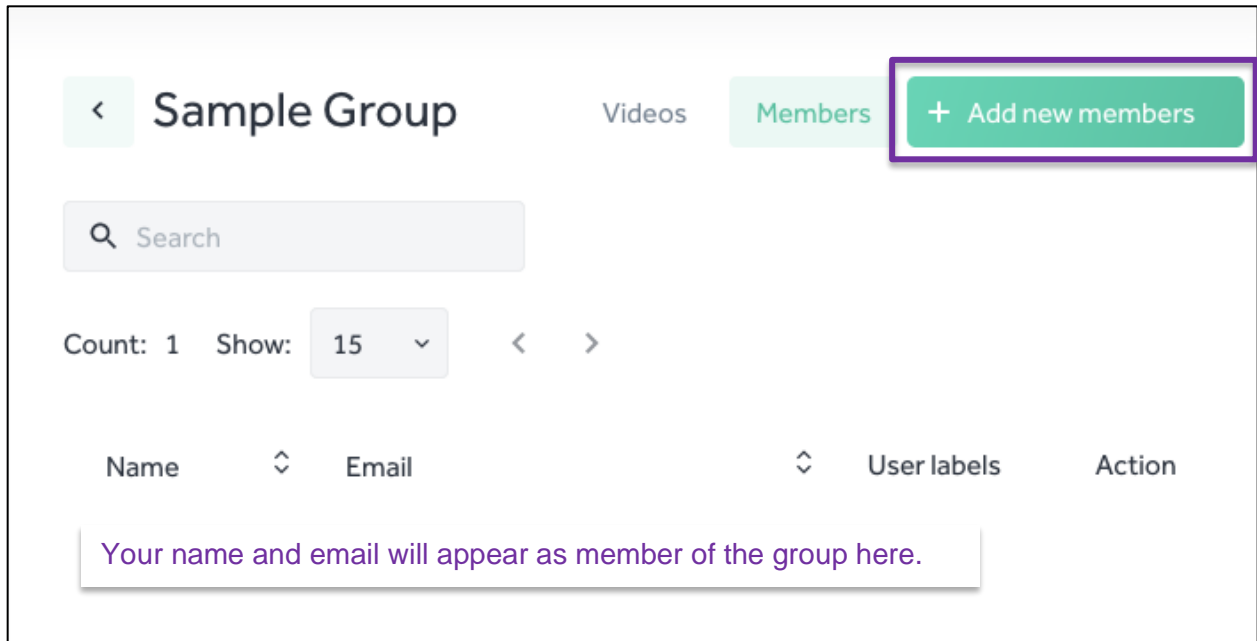
- Allow members to add videos to the group

Notifications

- Email all members of the Group when a new video is shared
- Email all Admins in the Group when a new video is shared

Cancel Create

Adding members: Click Add new members



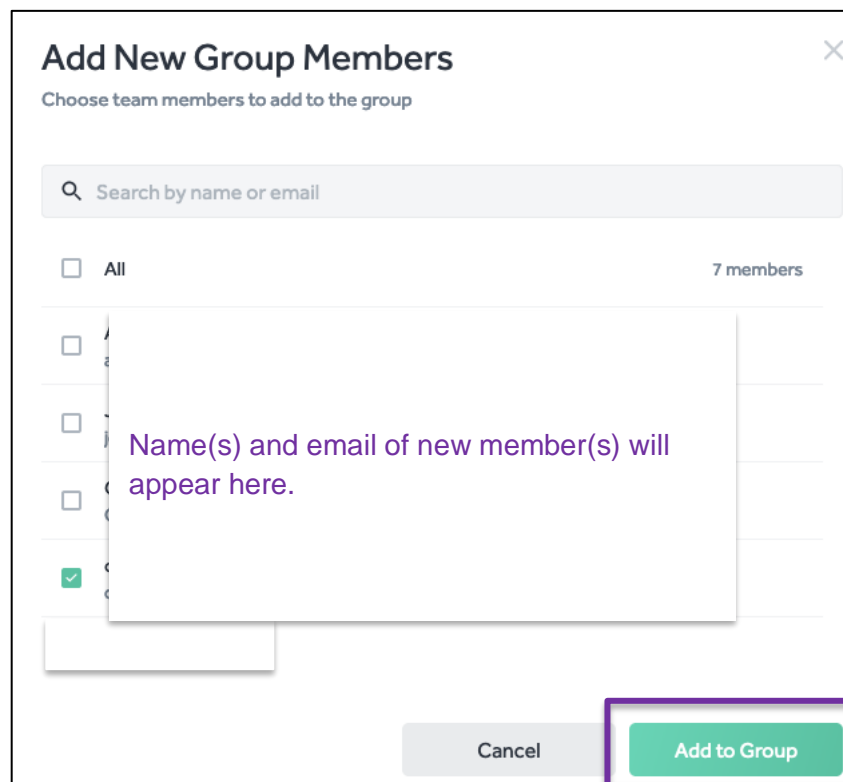
< Sample Group Videos Members **+ Add new members**

Search

Count: 1 Show: 15 < >

Name	Email	User labels	Action
Your name and email will appear as member of the group here.			

> Search for name of the new member > Select members by checking the box next to their name > Add to group



Add New Group Members X

Choose team members to add to the group

Search by name or email

All 7 members

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	

Name(s) and email of new member(s) will appear here.

Cancel **Add to Group**