

Group Settings

Administrators can create groups of users in FileCloud Server. Creating groups allows setting [network share access](#) and [sharing of files and folders](#).



An automatic group called "EVERYONE" is created by default for every FileCloud installation. This is a special group that contains all active full users in the FileCloud system.

Be sure to set a valid email address for the group in the [group details](#) OR [delete the group](#) if "EVERYONE" is not needed)

Limited users are not included in the EVERYONE group.

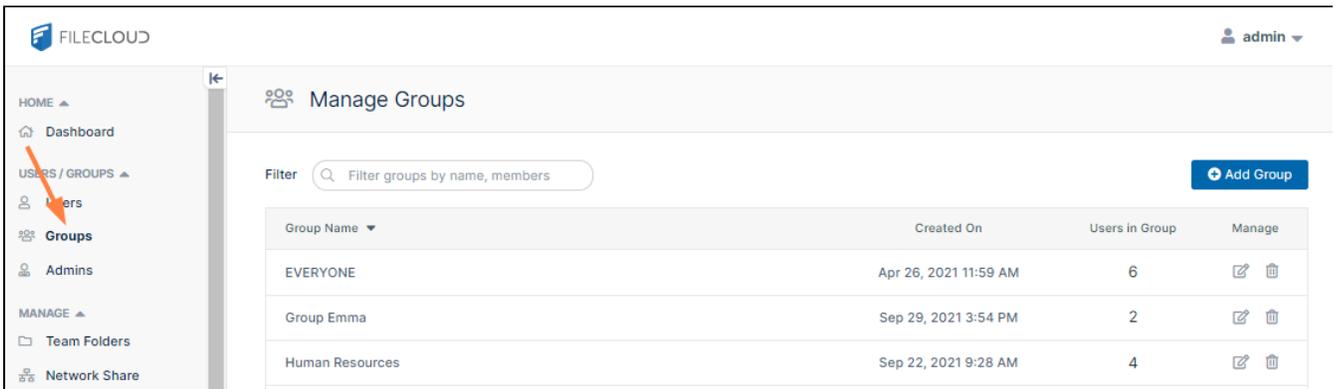
Groups may contain the following attributes

- **Group Name** - Name assigned by the Administrator
- **Group Members** - List of users that are part of the group
- **Group Admins** - (optional) Users with the ability to view users, add users, and/or remove users from the group.
- **Group Policy** - The policy that applies to all members of the group. By default, the **Global Default Policy** is assigned.

Once a group is created, it can be populated with users using one of the following methods:

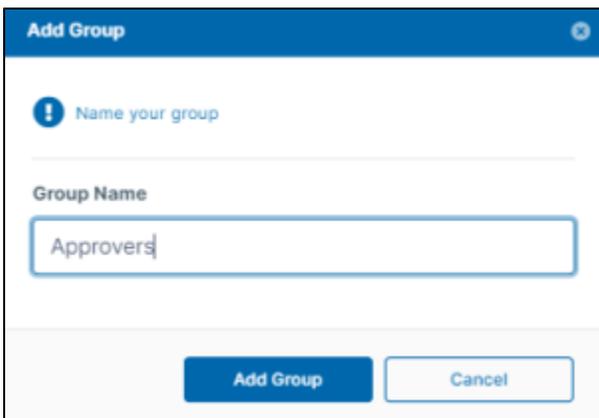
- Manually adding users that are already in the FileCloud system.
- Importing members of a group from an external AD server.

To manage groups, in the navigation panel, click **Groups**.



The **Everyone** group is included by FileCloud. It contains all [Full](#) and [Guest](#) users.

What do you want to do?



To create a group:

1. Open a browser and log on the **Admin Portal**.
2. On the left control panel, click on **Groups**.
3. Type in the name of the group.
4. Click the **Add Group** button.
5. The group is added and the **Manage Group** dialog box opens.

This method requires the user accounts to already exist in your local FileCloud Server.

To add FileCloud users to a group:

1. If you have just added the group, the **Manage Group** dialog box is now opened to the **Members** tab. If you want to add members to an existing group, click the Edit icon next to the group.
2. If it is not already selected, click the **Members** tab.
3. In **Add Users to Group**, enter the username or email of an existing FileCloud user, and click **Add**.

Manage Group

Group Name: Save

Members Admins Policies

Members Management

Add Users to Group Import Users from AD Group

Q

jessicam
jm2344311@gmail.com Add Export

Filter users

Users

No Records Found

Close

The user is listed under **Users in Group**.

4. Add any number of users.

Manage Group

Group Name: Save

Members Admins Policies

Members Management

Add Users to Group Import Users from AD Group

Q

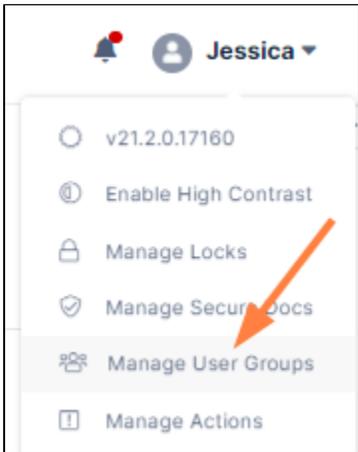
Users in Group (3 members in this group) Export

Filter users

Users
david dm898002@gmail.com Remove
Jared jaredtaylor978@gmail.com Remove
Jessica jm2344311@gmail.com Remove

5. Either click **Save** to save the new members in the group, or click the **Admins** or **Policies** tab to further configure the group.

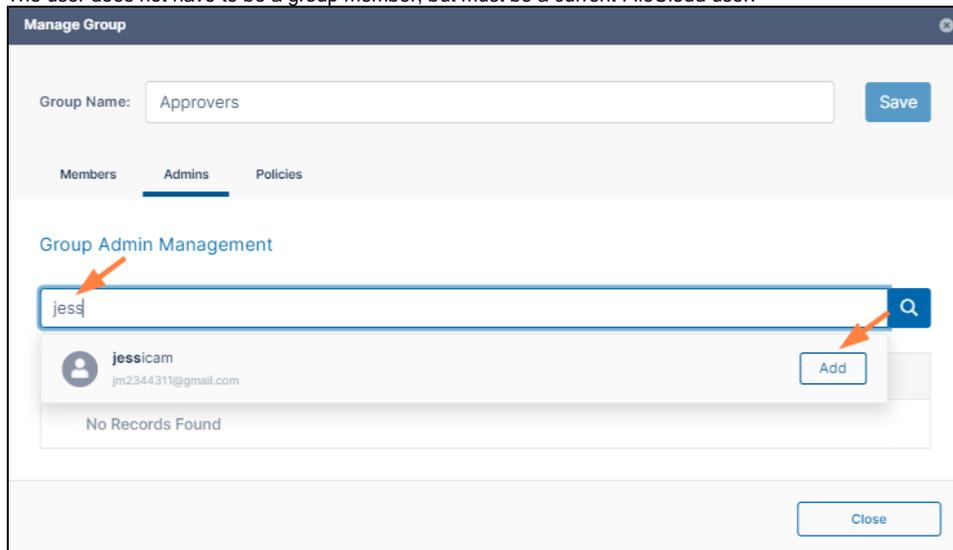
You can assign users to be admins of a group and give each group admin access to view, add, and/or remove users from the group. A user's policy also may enable them to add and/or remove users from groups. See [Giving Users Group Management Permissions](#) for more information. If either a user's group admin access or policy settings gives the user the permission to add or remove users from a group, the user has that ability, and can access the **Manage User Groups** setting in the user portal:



To Add Group Admins:

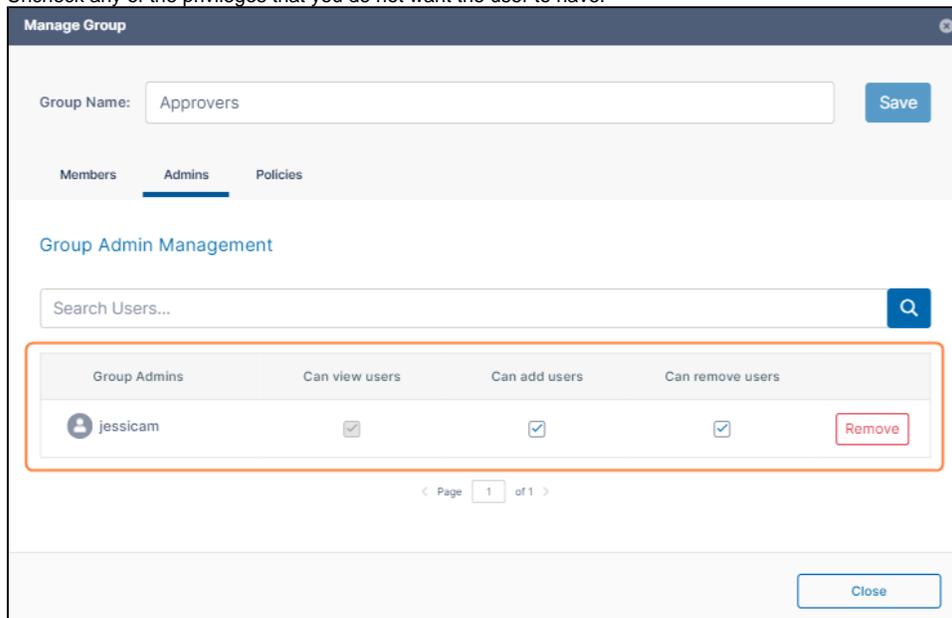
1. If you are not already inside the **Manage Group** dialog box, open it by clicking the Edit icon next to the group.
2. Click the **Admins** tab.
3. In the search box, enter a user that you want to add as an admin, and click **Add**.

The user does not have to be a group member, but must be a current FileCloud user.



The user is listed under Group Admins with **Can view users**, **Can add users**, and **Can remove users** checked by default.

4. Uncheck any of the privileges that you do not want the user to have.



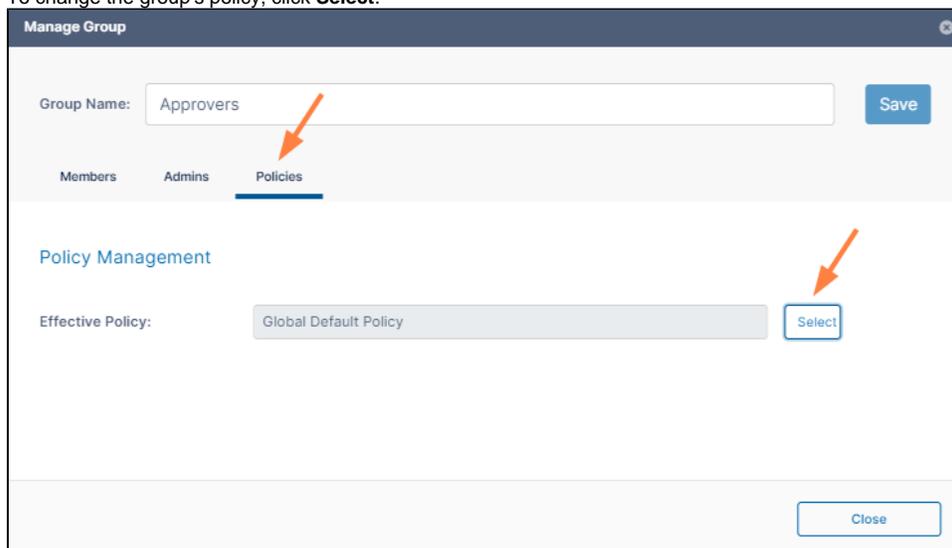
5. Add any number of admins and set their privileges.
6. Either click **Save** to save the admins, or click one of the other tabs to further configure the group.

Members of a group have both their user policy and the group's policy. For each setting the user has the greatest access given in either policy.

By default, your groups are assigned the **Global Default Policy**. You can change that default when you initially create the group or later by editing it.

To change a group's policy:

1. If you are not already inside the **Manage Group** dialog box, open it by clicking the Edit icon next to the group.
2. Click the **Policies** tab.
3. To change the group's policy, click **Select**.



A list of policies opens.

4. Click a policy, and then click **Select**.
5. Click **Save**, and click **Close**.

You can also import users from Active Directory into a FileCloud group.

i The ability to automatically remove users not in a group during AD group import is available in FileCloud version 18.2

During AD import, if a user is not in a group, the account is not removed automatically from the FileCloud group. This logic is based on the scenario where an administrator manually adds other users, not in the group, and those users should not be removed.

However, for a scenario where an enterprise uses a large number of temporary workers, such as a construction company that uses a large number of contractors, if they import a large number of users based on groups, when a contractor is no longer employed and, and therefore not a member of that group, you can now select a checkbox on the AD Group Members Import dialog box called Remove members not found in AD group. This allows admins who need to remove accounts on import to do so automatically. If you have manually created accounts that you don't want deleted but aren't a member of a group, then you would not select this option and the accounts will be imported.

💡 You can enable FileCloud to automatically sync with AD groups on a periodic basis.

- The first time manual import of members from AD group with FileCloud Group will be done.
- In the future, new members added to the AD group will be synced automatically to the FileCloud group as well.
- Syncing with AD groups happens only every 24 hours.

To change the sync interval, add the following config line. Minimum interval is 1 hour.

```
define("TONIDOCLOUD_ADGROUPSYNC_INTVL", 2); // 2 hour interval
```

In 2 hours, the logs should display this message:

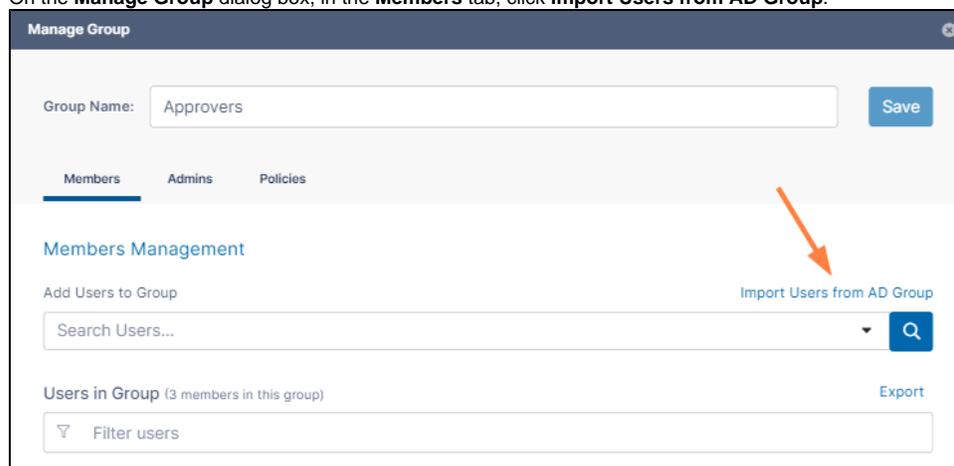
CRON: Starting Auto Sync AD Groups

➔ You need to [setup and enable Cron Job or Windows Task Scheduler](#) for this function to work correctly.

⚠ You must set up and verify [Active Directory Settings](#) before completing the following steps.

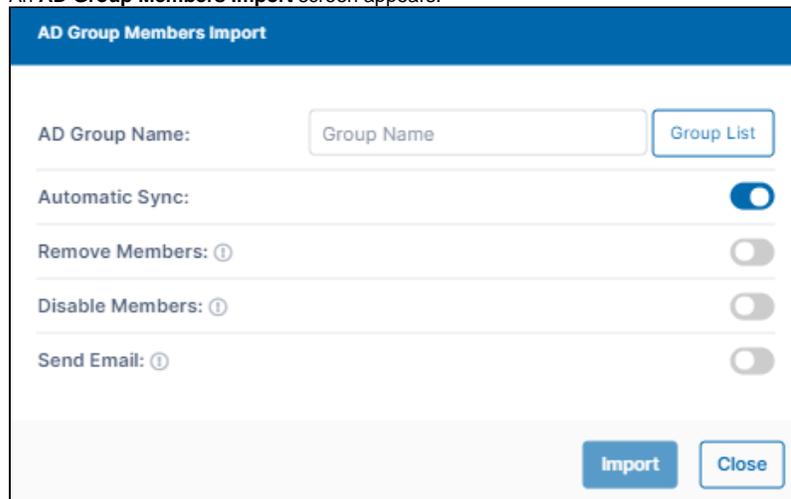
To add AD users to a FileCloud group:

1. Open a browser and log on to the Admin Portal.
2. On the left control panel, click **Groups**.
3. Select the **Group** that you want to add users to, and then click the Edit icon.
4. On the **Manage Group** dialog box, in the **Members** tab, click **Import Users from AD Group**.



The screenshot shows the 'Manage Group' interface. At the top, there's a 'Group Name' input field with 'Approvers' and a 'Save' button. Below that are tabs for 'Members', 'Admins', and 'Policies'. The 'Members' tab is active, showing 'Members Management'. There's a search bar for 'Add Users to Group' and a blue button labeled 'Import Users from AD Group' which is pointed to by an orange arrow. Below the search bar, it says 'Users in Group (3 members in this group)' and has an 'Export' button. A 'Filter users' dropdown is also visible.

5. On the **AD Group Members Import** screen, type in the **AD Group Name** you want to import. An **AD Group Members Import** screen appears.



The screenshot shows the 'AD Group Members Import' dialog. It has a blue header. Below it, there's an 'AD Group Name' input field with 'Group Name' and a 'Group List' button. There are four toggle switches: 'Automatic Sync' (turned on), 'Remove Members' (turned off), 'Disable Members' (turned off), and 'Send Email' (turned off). At the bottom, there are 'Import' and 'Close' buttons.

6. **Automatic Sync** is selected by default. Leave it selected to enable FileCloud to automatically sync with AD groups on a periodic basis.
7. Select any of the other options:
 - **Remove Members** - Enable FileCloud to remove members from the group if they are no longer in the AD group.

- **Disable Members** - Enable FileCloud to disable members in the group if they are disabled in the AD group.
 - **Send Email** - Enable FileCloud to send email approval to members of the AD group.
8. To import the users from the AD group, click **Import**.
You can rerun this operation at any time and it will add new members from the AD group into the FileCloud group.