

# Adding New Users and User Groups to OpenRPort

A viewer asked me how to get this done, and the OpenRPort documentation is a bit light on this. In the current Web UI you can follow these steps to add new users and groups.

**NOTE:** You don't have to add a new user to add a new group, you can edit an existing user and add new groups that way if you prefer, or it makes more sense.

1. Go to **Settings > Users**
2. Add a new user
3. Don't change the password that is generated (just keep it initially)
4. In the Groups field for the new user, type in a group name you want (like 'Home', or 'Clients', or 'Servers' etc.)
5. After you type in a group name, make sure to press the Enter / Return key. This should make it look like a button (a chip) with a little 'x' on it to remove it if you decide you don't want that user in the group, or you mistype it.
6. Now save the auto-generated password somewhere. You can change this later by editing the user, or the user can go change it after they log in.
7. Save the new user. Both the new user will be created, along with the new group.
8. You now need to go to **Settings > User Groups**.
9. Edit the new group(s) you created.
10. Add appropriate permissions to this group. If you don't, the users won't be able to do anything

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