

Add Users and Groups

Last Modified on 17 November 2020

Contacts

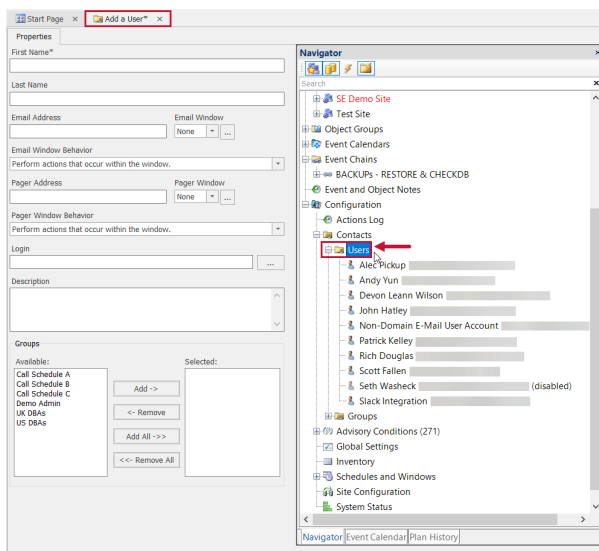
The **Contacts** node in the **Navigator** pane contains the **Users** and **Groups** sub-nodes. Create and maintain **Users** and **Groups** for notification purposes.

Note: At least one **User** is required for SentryOne to send notifications. For notifications, we recommend that you use **Groups** with nested **Users**.

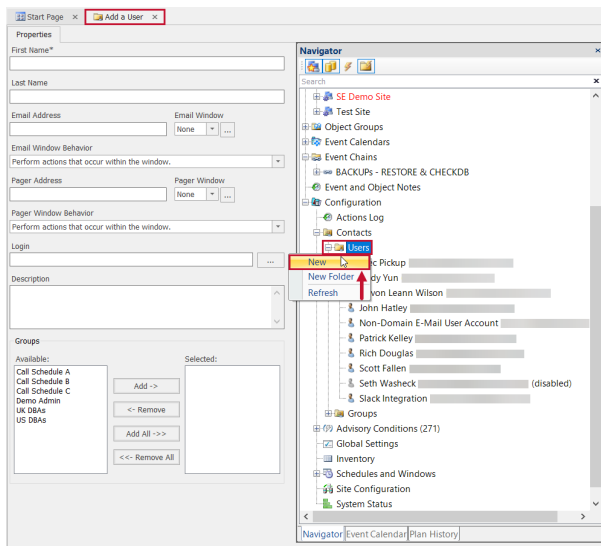
Adding a New User

Add a new user with the **Add a User** tab. To open the **Add a User** tab, complete one of the following steps:

- Double-click the **Users** node (**Contacts > Users**) in the **Navigator** pane.



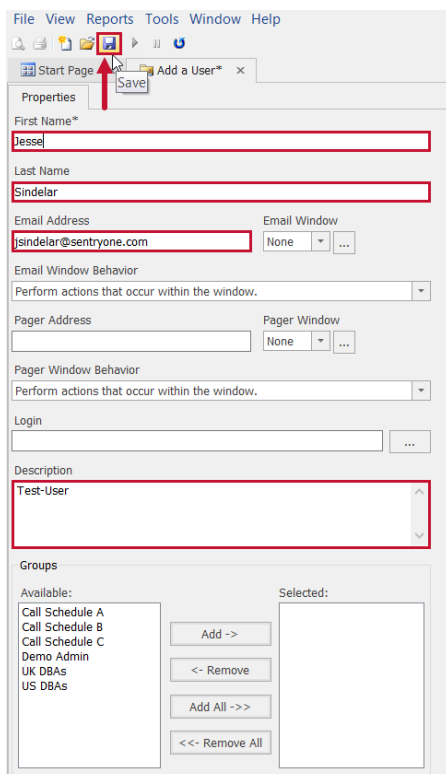
- Right-click the **Users** node (**Contacts > Users**) in the **Navigator** pane, and then select **New**.



- Enter the user's first and last name, email address, optional pager address (SMTP-based), and an optional description in their respective fields.

Note: Add as many users and groups as you want at this point. Groups are optional.

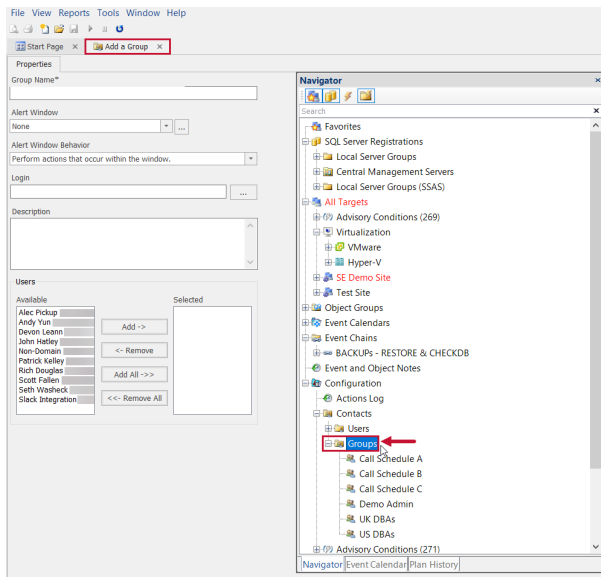
Select **Save** once you've finished adding new users.



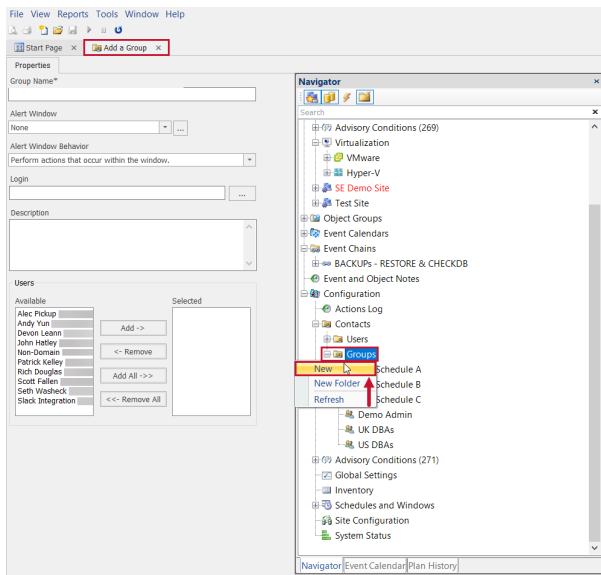
Adding a New Group

Add a new group with the **Add a Group** tab. To open the **Add a Group** tab, complete one of the following steps:

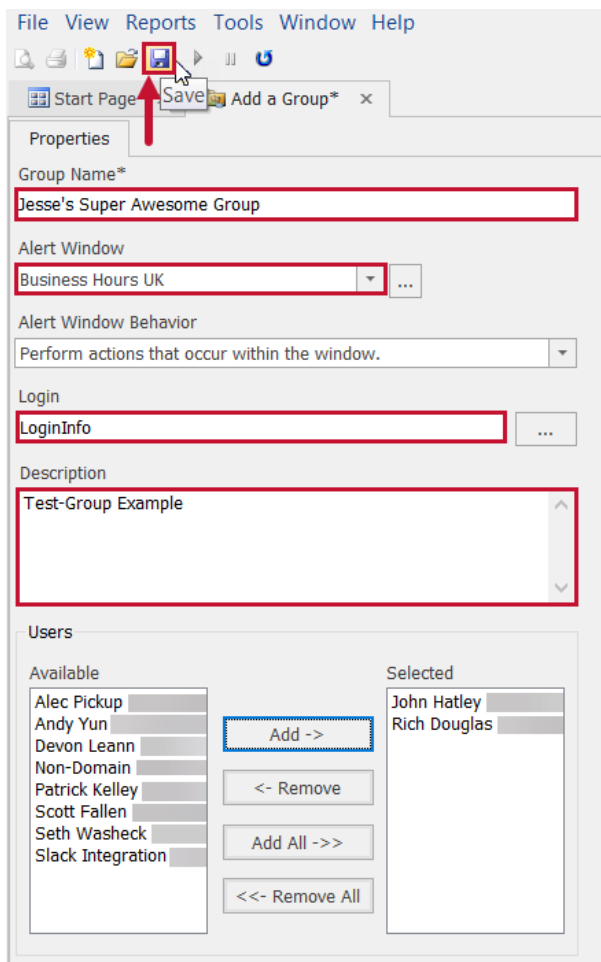
- Double-click the **Groups** node (**Contacts > Groups**) in the **Navigator** pane.



- Right-click the **Groups** node (**Contacts > Groups**) in the **Navigator** pane, and then select **New**.



- Enter the group's name, login, and an optional description in their respective fields. Add users to the group by selecting the desired user(s) and selecting **Add ->**, or add all users by selecting **Add All ->**. Save the group by selecting **Save**.



[Additional Information:](#) For more information about Users and Groups, see the [Contact Management](#) topic.