

# Lab: Users and Groups

Estimated time: 15 minutes

In this lab, you will:

1. Invite a new user to your site.
2. Log in as the new user.
3. Create a group and add the new user.

*Note: These instructions assume that you are a site administrator.*

## 1: Invite a new user to your site.

*Note: If you have a second email address, you can use that for this lab. You can have up to ten users for Jira sites that use the free plan.*

1. Invite a second user to your site:
  - o Click on the `Switch to...` icon (it looks like nine squares) and select **Administration**. This takes you to <https://admin.atlassian.com>. This is where you can administer your site(s). You have access to this because you are the site administrator for this account. Notice that under the **Users** tab, you can invite a new user.
2. Select **Site access**. Explore the options available, including the checkbox allowing users to invite other users (under "User invites"). If this box is checked, project administrators can invite new users using **Project settings > People**.

*Congratulations, you have invited a new user to your site.*

## 2: Log in as the new user.

1. Open the invitation email and accept the invitation. This user will become a member of the site with default permissions. For the free Jira plan, this user will be a project administrator for all projects, but will not be a Jira or site administrator.
2. In a separate browser window (you may want to use incognito mode so that you can be logged in as both users at the same time), log in as the new user.
3. Notice that this user can create issues and view projects. Also notice that this user does not have Jira or site administration capabilities.

*Congratulations, you have logged in as the new user.*

## 3: Create a group and add the new user.

*We will create a group that contains users who are external to our company.*

1. Using the site administrator account, open site administration and click **Groups** from the sidebar.
2. Explore the existing groups, along with their access and administration rights.
3. Click the **Create group** button and create a group named `jira-software-users-external` with a description of `Users external to our company..`

4. Notice the box on the right that states that this group currently has no product access. Click the **Edit group's access** link. You are brought to the `Product access` tab.
5. Notice that your new group is not shown as having product access. Click the **Add group** button and add your `jira-software-users-external` group to provide Jira access.
6. Click the `Groups` tab and notice that your new group allows access to the product (you may need to refresh your browser window).
7. Click on the new group and add your new user to the group. Remove the user from the `jira-software-users` group. This user was added because `jira-software-users` is set as the default group.
8. Verify that your standard user can still log into Jira. You can do this by refreshing that user's browser window.

*Congratulations, you have created a group and added the new user and completed this lab.*