Create an ED Group

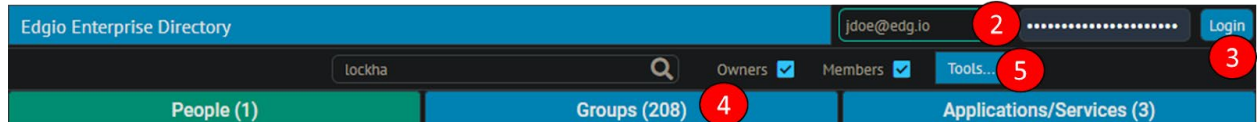## Purpose

This document details how to create a new group in the Enterprise Directory (ED). This group can be used to send emails or for other functions across the organization.

Log in to ED

1. Access the directory via MyApps and log in with your Edgio credentials.

2. In the top right corner of the directory, sign in using your Edgio credentials.
3. Click *Login*.

Create New Group

4. Select the Groups tab.
5. Click *Tools*.
6. From the Tools dropdown, *select New > Group*.
7. Add a name for your group in the Create new group window following the established ED naming convention:

Syntax	Use underscore (_) for spaces. Use hyphen (-) for hierarchy separation.
Examples	Cornerstone-NOC gitlab-Client_Operation_Engineering SNC-Sales_and_Business_Dev SNC-PSG-Software_Engineering

8. Describe the purpose/function of the group.
9. Tick the appropriate SOX option. SOX in-scope systems and interfaces require the group Owner to validate Members on a scheduled cadence to maintain compliance.
10. Click *Save*.

Add Owners and Members

11. Scroll to the name of the group you just created and click it to show the group details in the right-side panel.
12. Check the *Mail Enable* option if this group will receive emails.
13. Put your cursor into the *Add* field for Owners or Members and start typing the name of the resource you want to add.
    Notes:
    - An Owner can modify group and member information; a Member cannot.
    - Owners are not automatically added as Members and will not receive emails sent to the group. Add Owners as Members if you want them to be a part of the group distribution.
14. Select the resource from the listed names.
15. Click *Save* from the top right corner.