Create a share group

inSync Cloud Editions: ✓ Elite Plus ✓ Elite ✓ Enterprise ✓ Business

Overview

If you are a cloud administrator, you can create a share group either by adding inSync users manually, or by mapping an existing AD group, or by doing both.

Note: If you created a share group by manually adding inSync users, and then mapping an AD to that share group, you might add the same user twice to the share group. inSync retains only one instance of the same user.

Create a share group by adding inSync users manually

Before you begin

Before you create share group by adding inSync users manually, ensure that you created inSync users. For more information, see Add users individually.

Procedure

To create a share group

1. Click to access the Global Navigation Panel > Share > Share Groups tab. The Share Overview page opens.
2. Click the Create Share Group tab.
3. Click Create Share Group. The Create Share Group window appears.
4. Under Share Group Summary, provide the appropriate information for each field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Group Name</td>
<td>Type the name for the share group.</td>
</tr>
</tbody>
</table>

https://docs.druva.com/Endpoints/Share/020_Share_groups/020_Create_a_share_group

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Field | Action
---|---
**How do you want to add users?** | In this list, click **Select users from inSync**, since you are adding inSync users manually.

**Select users** | Click inside this box to view the list of inSync users. Add users from the list to form a group.

5. Click **Next**.

6. Verify user details under **Validate Users** on the **Create Share Group** wizard and click **Finish**.

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**Note**: inSync does not support the same name even with different capitalization.

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### Create a share group by mapping Active Directory (AD) users

You can create a share group by using an AD mapping of a registered AD. When you map users from an AD, inSync adds new users to the share group automatically. Alternatively, inSync adds users every time you choose to import new users using the AD mapping.

### Best practices for mapping AD users

Follow these best practices while creating a share group by mapping users from an AD:

- Create mappings for your registered AD. Use these mappings to create a share group. When you use a mapping to create a share group, inSync automatically import users from AD. Alternatively, you can manually import users depending on your mapping configuration. Users are added or removed from your share group following the sync interval that you set while registering your AD. For more information, see [Register an Active Directory](https://docs.druva.com/Endpoints/Share/020_Share_groups/020_Create_a_share_group).

  **Note**: Users that are disabled from an AD mapping are not disabled from a share group. They remain active members of a share group.

- Create mappings against individual AD groups, and then create a share group for each AD group. For example, if your AD administrator defined three AD groups: Sales, Marketing, and Engineering, create a mapping for each group, and use these mappings to create a share group. If you want to create mappings for parent groups only, ensure that the parent groups include users from individual AD groups. For example, if you want to create a share group for Sales, Marketing, and Engineering groups that have a parent called ACME, make sure that ACME contains users of Sales, Marketing, and Engineering. You can then create a mapping for ACME and use this mapping to create a share group.

### Before you begin

Before you create a share group, ensure the following:

- You registered your Active Directory. For more information, see [Register an Active Directory](https://docs.druva.com/Endpoints/Share/020_Share_groups/020_Create_a_share_group).
- You created AD mappings. For more information, see [Create an AD Mapping](https://docs.druva.com/Endpoints/Share/020_Share_groups/020_Create_a_share_group).
You have the AD details, such as the Base DN, and AD Group that you plan to use to create the share group.

Procedure

To create a share group

1. Click to access the Global Navigation Panel > Share. The Share Overview page opens.
2. Open the Share Group tab.
3. Click Create Share Group. The Create Share Group window appears.
4. Under Share Group Summary of the Create Share Group wizard, provide details on the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Group Name</td>
<td>Type the name for the share group.</td>
</tr>
<tr>
<td>How do you want to add users?</td>
<td>In this list, click Map AD group, since you are creating a share group of AD users.</td>
</tr>
<tr>
<td>AD Server</td>
<td>Select the required AD Server.</td>
</tr>
<tr>
<td>Base DN</td>
<td>Select the required Base DN.</td>
</tr>
<tr>
<td>AD group</td>
<td>Select the required AD group.</td>
</tr>
</tbody>
</table>

5. Click Next.
6. Verify user details under Validate Users on the Create Share Group wizard and click Finish. The newly created Share is displayed on the Share Group tab.

View AD users

To view AD users:

1. Click to access the Global Navigation Panel > Share > Share Groups.
2. Click the share group for which you want to view users.
3. Click the Mapped From AD tab.
4. Click View Users Mapped From AD.

A list of users and their details, such as AD server, Base DN, and AD Group, appear in the Users Mapped From AD.
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