Add and remove users from inSync Share group

Manually add users

You can manually add users to an existing share group at any time.

To manually add users to a share group

1. Click to access the Global Navigation Panel > Share.
2. Click the Share Groups tab.
3. Click the share group to which you want to add users.
4. Click the Attached inSync Users tab.
5. Click Add Users. The Edit Share Group window appears.
6. On the Add Users page of the Edit Share Group wizard, in the Select users box, enter the users.
7. Click Next.

Map AD users

You can map an existing AD to an existing share group at any time.

To map AD users

1. Click to access the Global Navigation Panel > Share.
2. Click the Share Groups tab.
3. Click the share group to which you want to add users.
4. Click the Mapped AD groups tab.
5. Click Add AD Group. The Edit Share Group window appears.
6. On the Add AD Groups page of the Edit Share Group wizard, provide details on the following:

Remove inSync users

Note: After you remove users from a share group, users cannot access data shared between share group members.

To remove users

1. Click to access the Global Navigation Panel > Share.
2. Click the share group from which you want to remove users.
3. Click the Attached inSync Users tab.
4. Select the users, and then click Remove Users.

Remove AD Groups

Note: After you remove an AD group, users from that AD group cannot access data shared between share group members.

To remove AD groups

1. Click to access the Global Navigation Panel > Share.
2. Click the share group from which you want to remove users.
3. Click the Mapped AD groups tab.
4. Select the AD groups, then click Remove AD Group.