

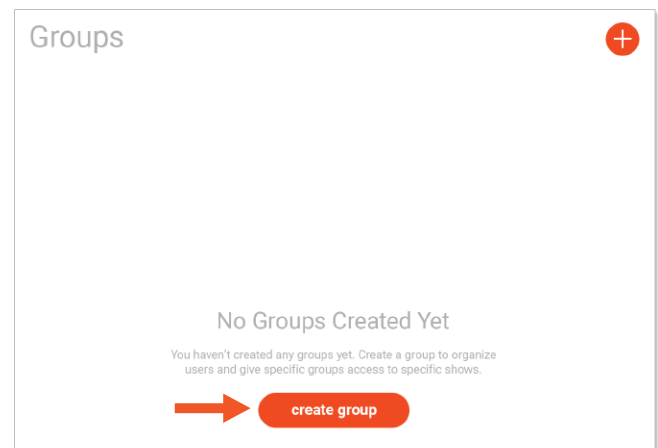
## Creating and Adding Members to Groups ( SSO and Non-SSO )

Groups are a unique feature to uStudio Enterprise Podcast and are a great way to segment your audience—whether you'd like to reach a particular department, location, seniority and more with your podcast content. Your podcast shows can be restricted to certain audience groups so that only members in the group can consume the content. Not every business conversation is appropriate for your entire workforce and you may want to create podcasts that are only meant for certain segments within your enterprise.

End users will have no concept about what groups they have been placed in. This allows more flexibility for administrators to create groups for podcasting that may not make sense to the end users.

### Creating Groups in uStudio

- To create a group, click on the “Administration” section on the bottom left of your Podcast Management Console (PMC).
- Once in the Administration section, navigate to the “Groups” section.
- Click the plus button on the top right. If you have not started creating groups, a “create group” button will be available in which you can click as well.
- Add a name for your new group under “Display Name.” We recommend naming it in a way that your content team will be able to recognize and understand as they restrict podcast show content. This name will not be shown to the listener and will only be viewable to those that have access to the PMC.
- To add members to your groups via **SSO** you will need to [configure SAML with your uStudio podcast](#). Please contact [support@ustudio.com](mailto:support@ustudio.com) with any questions on SSO setup. To add members to your groups via **Non-SSO** continue reading.
- Select “Create Group”



## Adding Members to Your Group (Non-SSO)

You can add members to groups during the invite flow or after an audience member has logged into the application. You need to add a group before you can add members.

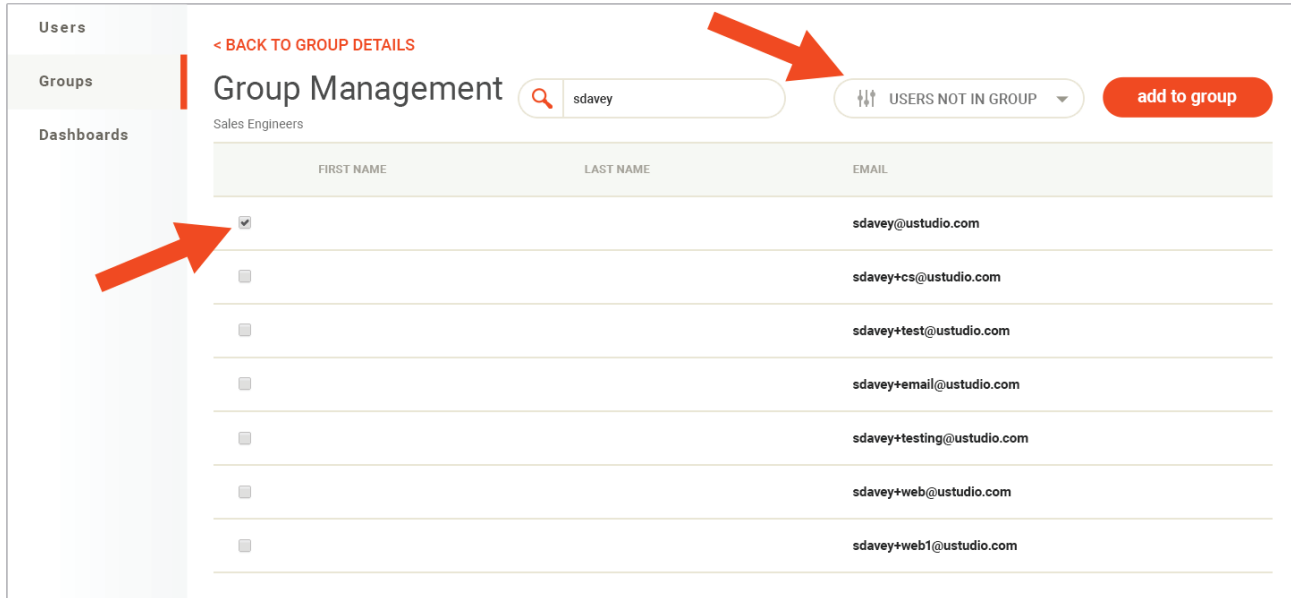
To add members to a group follow the steps below...

**Adding Members During Invite Flow:** To invite audience members to groups during the audience invite flow [view instructions here](#).

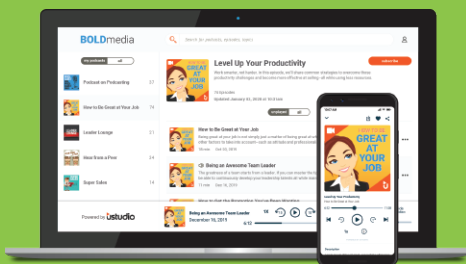
### Adding Members After Login:

- Click on the "Administration" section on the bottom left of your Podcast Management Console (PMC).
- Click "Groups" on the left navigation.
- Click on the name of the group in which you would like to add members.
- Once in the group details view, click "manage members" or "add new users."

- Initially, you will be taken to a screen listing the users currently in the group.
- At the top of the page on the left select "Users Not in Group" filter to see the potential audience members to add.
- Check the boxes to the left of audience members you would like to add to the group.



- Once you have checked your users, click the button on the top right "add to group."
- The page will refresh and a small pop-up confirmation on the bottom right will verify that users were added to the group.
- Once the users are added to the group they will no longer be visible in the "Users Not in Group" section of the user management screen.
- Select the "Users In Group" to see the users you added to the group.



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