

Windows Server

How do I create a new group in Active Directory?

Overview

The purpose of this article is to explain how to create a new user group within Active Directory.

Procedure

The following screenshots were taken using Windows Server 2019 (v1809). If using a different version of Windows Server these images may contain minor variances.

1. Launch **Active Directory Users and Computers**.
"Active Directory Users and Computers" can be found on the Start Menu under the "Windows Administrative Tools" folder.
2. Locate the Organizational Unit (folder) that will contain the group.
 - a. Ensure the domain is expanded.
 - b. For small environments this will usually be the "Users" OU.
3. Click the **Action** menu. (Alternatively, right-click the OU from step 2)
 - a. Move the mouse cursor down to **New**, another context menu will appear.
 - b. Click **Group**.
The "New Object - Group" dialogue will appear.
4. Enter a group name.
Group names are limited to 64 characters.
5. Select a **Group scope**.
See [Active Directory Security Groups](https://support.rosile.com/content/2/1/en/how-do-i-create-a-new-group-in-active-directory.html) for a detailed explanation of each scope.
 - a. **Domain local**
Can grant permissions within the same domain.
 - b. **Global***
Can grant permissions on any domain in the same forest, or trusting domains or forests.
 - c. **Universal**
Can grant permissions on any domain in the same forest or trusting forests.
6. Select a **Group type**, Active Directory has two types of groups:
 - a. **Security***
Used to grant permissions to shared resources
 - b. **Distribution**
Used to create email distribution lists

References

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- [Microsoft | Create a Group Account in Active Directory](#)
- [Microsoft | Active Directory Security Groups](#)
- [Microsoft | Common-Name attribute](#)

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