


# Creating a New Group

Every miPLACE user has the ability to create a group for their own purposes in their building, district, or for the county.

## Step-by-step guide

Click on the Groups tab	
Click the "Create a Group" link in the second box on the page.	
Type in your group name	
Scroll to the bottom of the screen click Save changes.	

 After you've created your group, be sure to configure your Google options.

## Related articles

- [miPLACE](#)
- [Joining miPLACE](#)
- [Joining an Existing miPLACE group](#)
- [Creating a New Group](#)
- [Adding a shared Google Drive Folder to Your Group](#)