

# How to view existing groups

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## Overview

User account groups are managed by a GroundWork Administrator (e.g., admin/admin) and accessed from the toolbar option **Group > Organization**. The Portal Administrator (e.g., root/root) can also manage groups.

## Steps

### VIDEO

1. Log in to GroundWork Monitor as an Administrator (e.g., admin/admin).
2. Hover over **Group > Organization**, and select **Users and groups management**.
3. From the second tab, **Group Management**, administrators can view all groups, expanding to show associated users. This example displays the **GroundWork Administrators** group and shows admin as a group member.

Figure: Account groups

