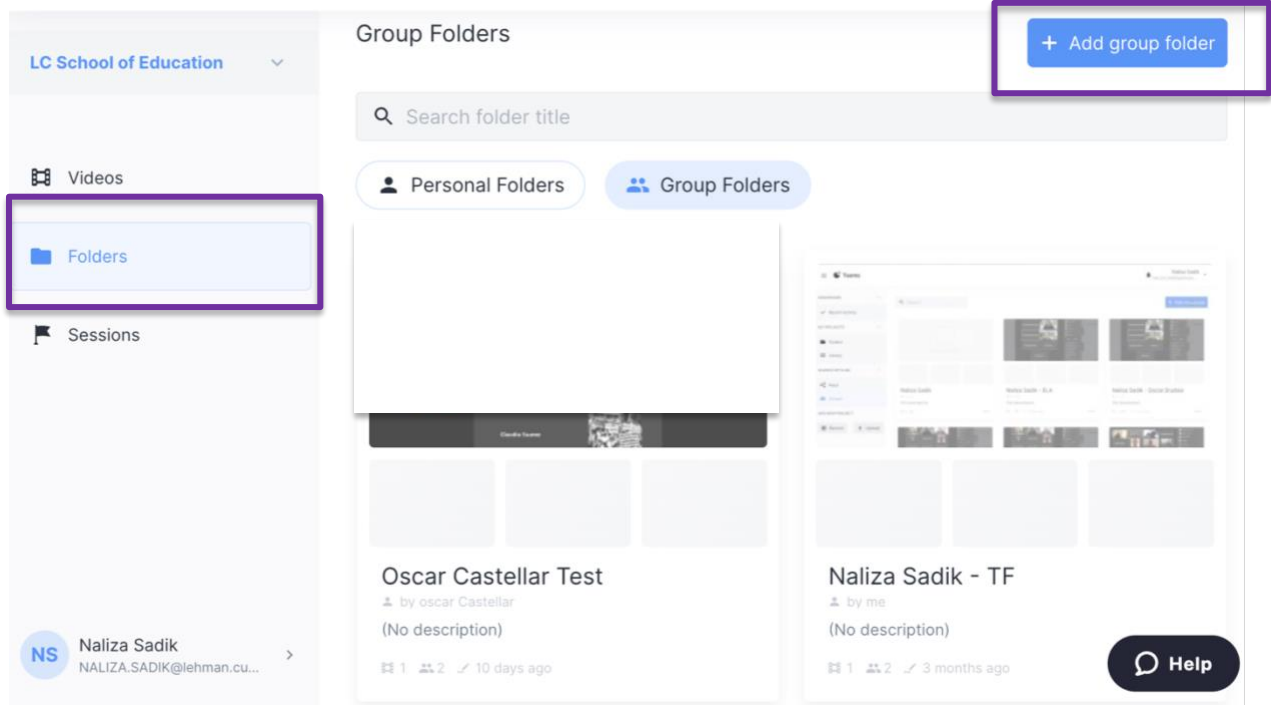
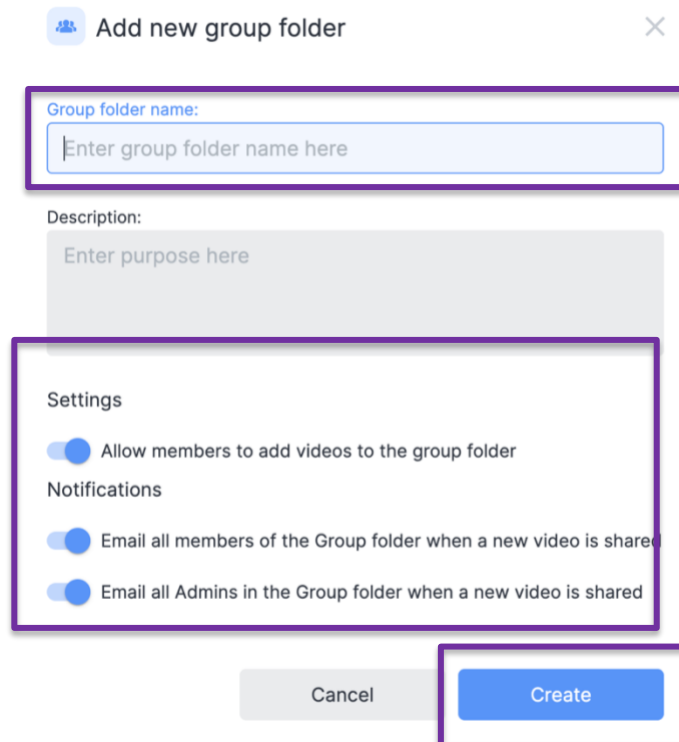


Swivl: Creating Group Folder

Log into your Swivl account > Folders > + Add group folder



> Add a Group name > Settings and Notifications: Keep all defaults > Create



Add new group folder ×

Group folder name:
Enter group folder name here

Description:
Enter purpose here

Settings

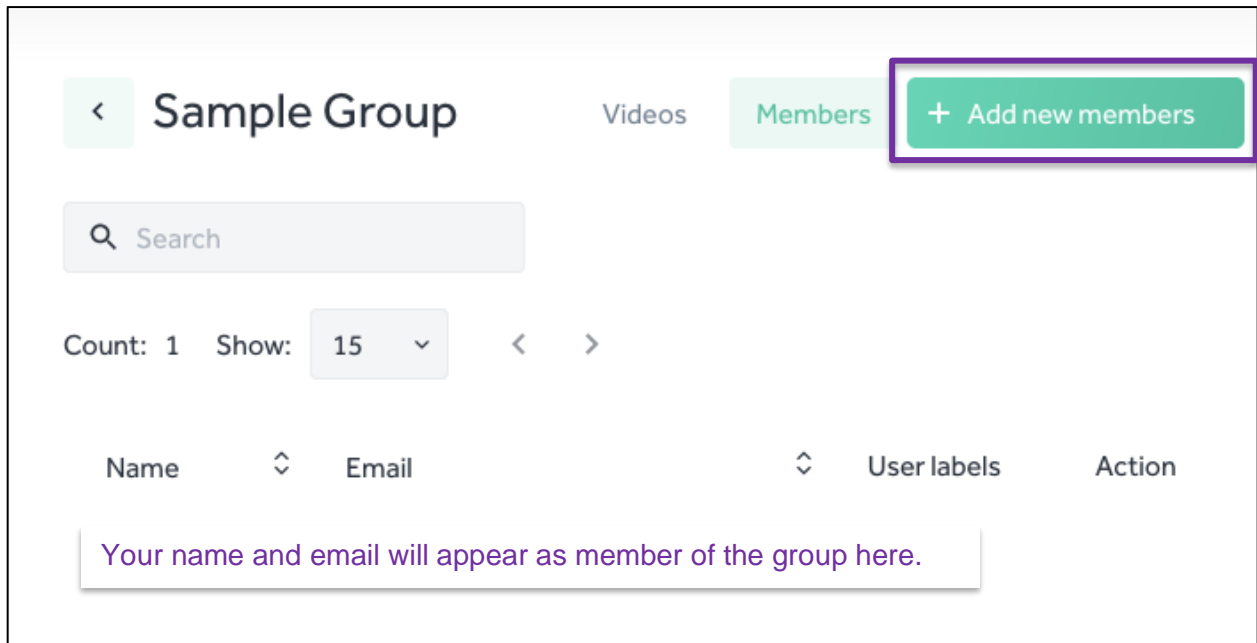
- Allow members to add videos to the group folder

Notifications

- Email all members of the Group folder when a new video is shared
- Email all Admins in the Group folder when a new video is shared

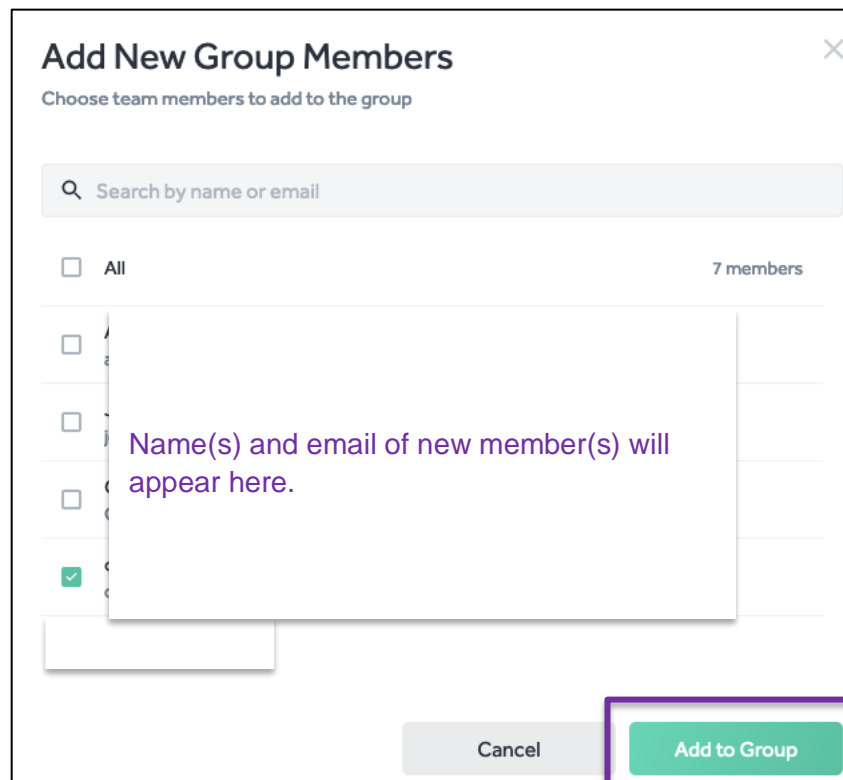
Cancel **Create**

Adding members: Click Add new members



The screenshot shows a web interface for a 'Sample Group'. At the top, there are tabs for 'Videos' and 'Members'. The 'Members' tab is active, and a green button labeled '+ Add new members' is highlighted with a purple box. Below the tabs is a search bar with the placeholder text 'Search'. Underneath the search bar, it says 'Count: 1 Show: 15' with a dropdown arrow and navigation arrows. Below that is a table header with columns: 'Name', 'Email', 'User labels', and 'Action'. A purple text box is overlaid on the table area, containing the text: 'Your name and email will appear as member of the group here.'

> Search for name of the new member > Select members by checking the box next to their name > Add to group



The screenshot shows a dialog box titled 'Add New Group Members' with a close button (X) in the top right corner. Below the title is the instruction 'Choose team members to add to the group'. There is a search bar with the placeholder text 'Search by name or email'. Below the search bar, there is a list of members. The first item is 'All' with a checkbox and '7 members' to its right. Below this, there are several rows, each with a checkbox and a name. One row has a green checkmark in the checkbox. A purple text box is overlaid on the list, containing the text: 'Name(s) and email of new member(s) will appear here.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Add to Group'. The 'Add to Group' button is highlighted with a purple box.