


<https://www.facebook.com/help/167970719931213/>

## How do I create a group?

To create a group:

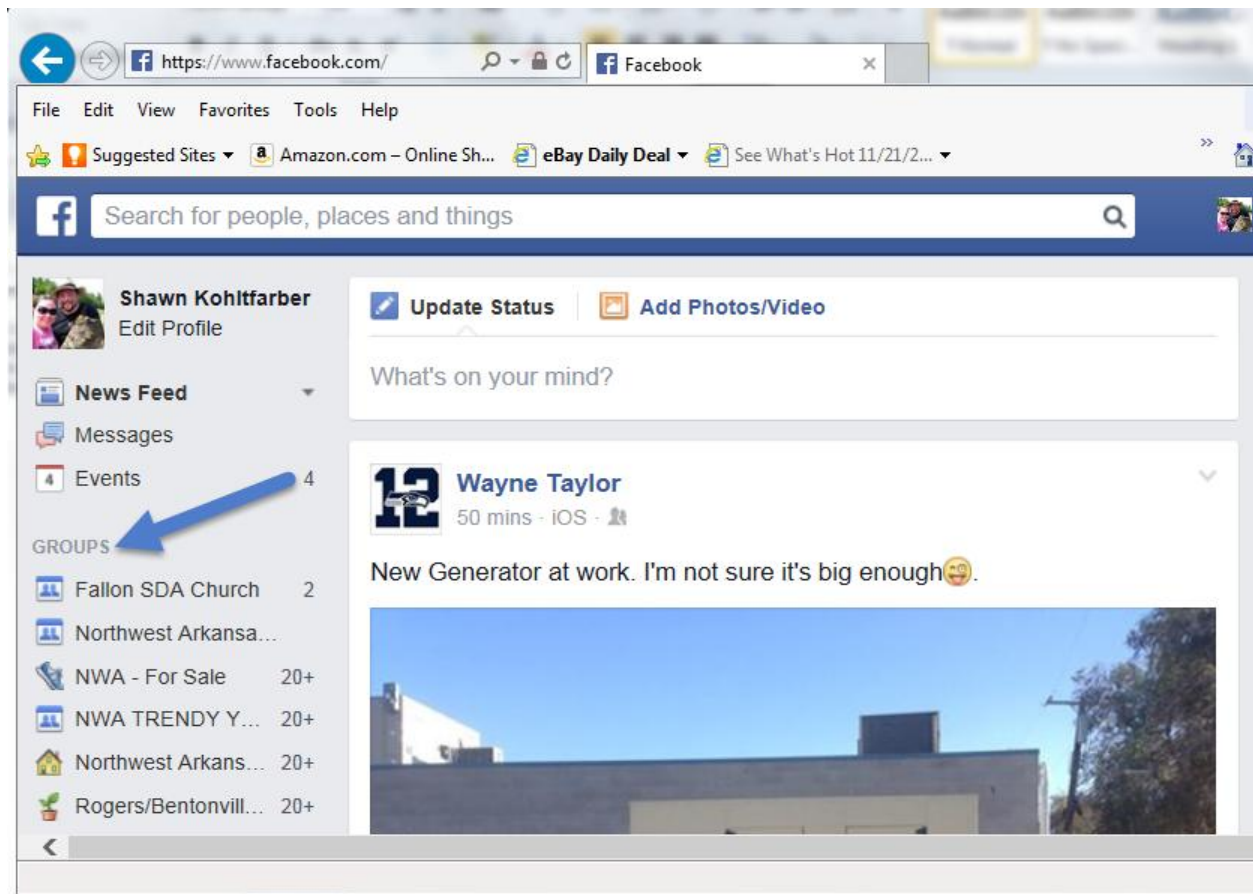
1. From your [home page](#), go to the **Groups** section on the left side menu and click **Create Group**.
2. Click **+ Create New Group** at the top of the page. A window will appear, where you'll be able to add a group name, add members and select the [privacy settings](#) for your group.
3. Click **Create** when you're done.

Once the group is created, you'll be taken to the group. To get started, click  at the top right of the group and select **Edit Group Settings**. From here you can add a group description, tags, set a group email address and add a group picture.

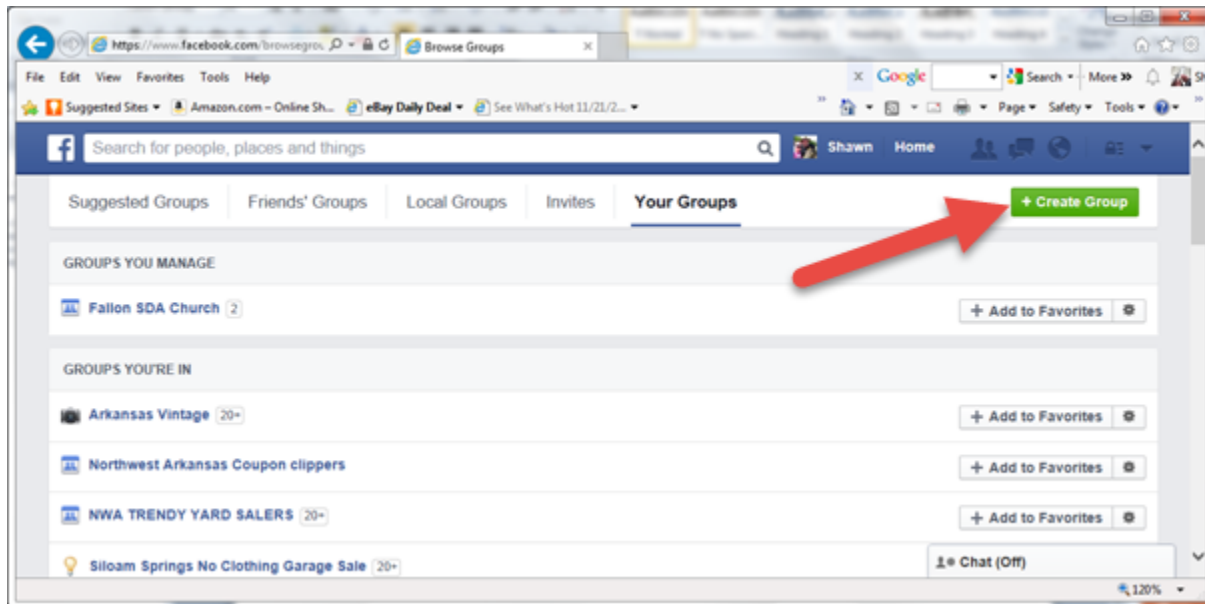
### More info

[Get help for mobile apps and browsers](#) ▶

This is the newsfeed after you login.



This is the create group.



Create your new Group.

**Create New Group** 1 Add Your Name

Group Name

Members  2 Add People to your new Group.

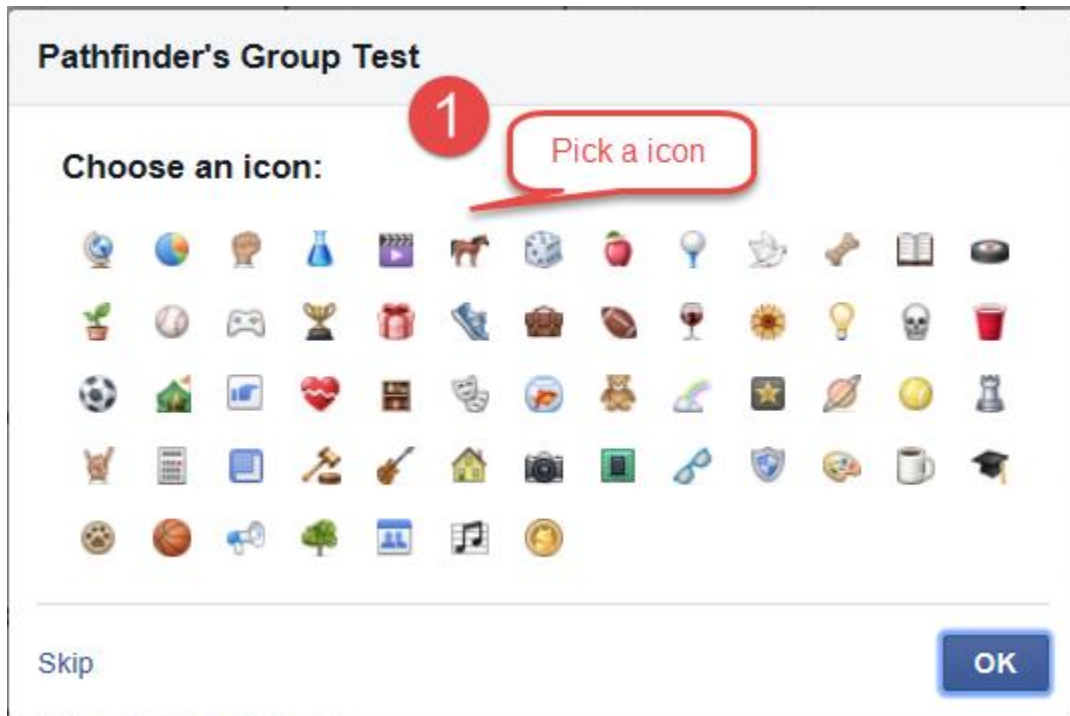
Privacy ☐ **Public**  
Anyone can see the group, its members and their posts.

☒ **Closed**  
Anyone can find the group and see who's in it. Only members can see posts.

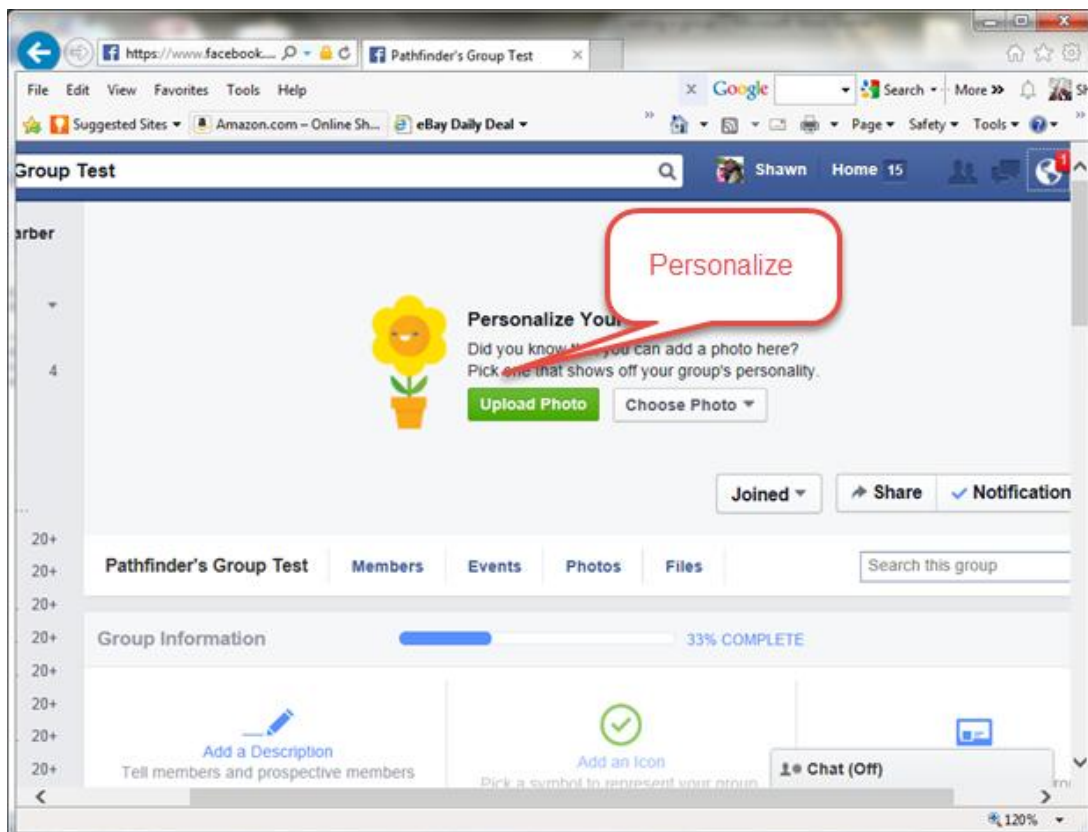
☐ **Secret**  
Only members can find the group and see posts.

[Learn more about groups privacy](#)

Pick your icon.




Customer with a picture.





Go Through the addition.

**Group Information**

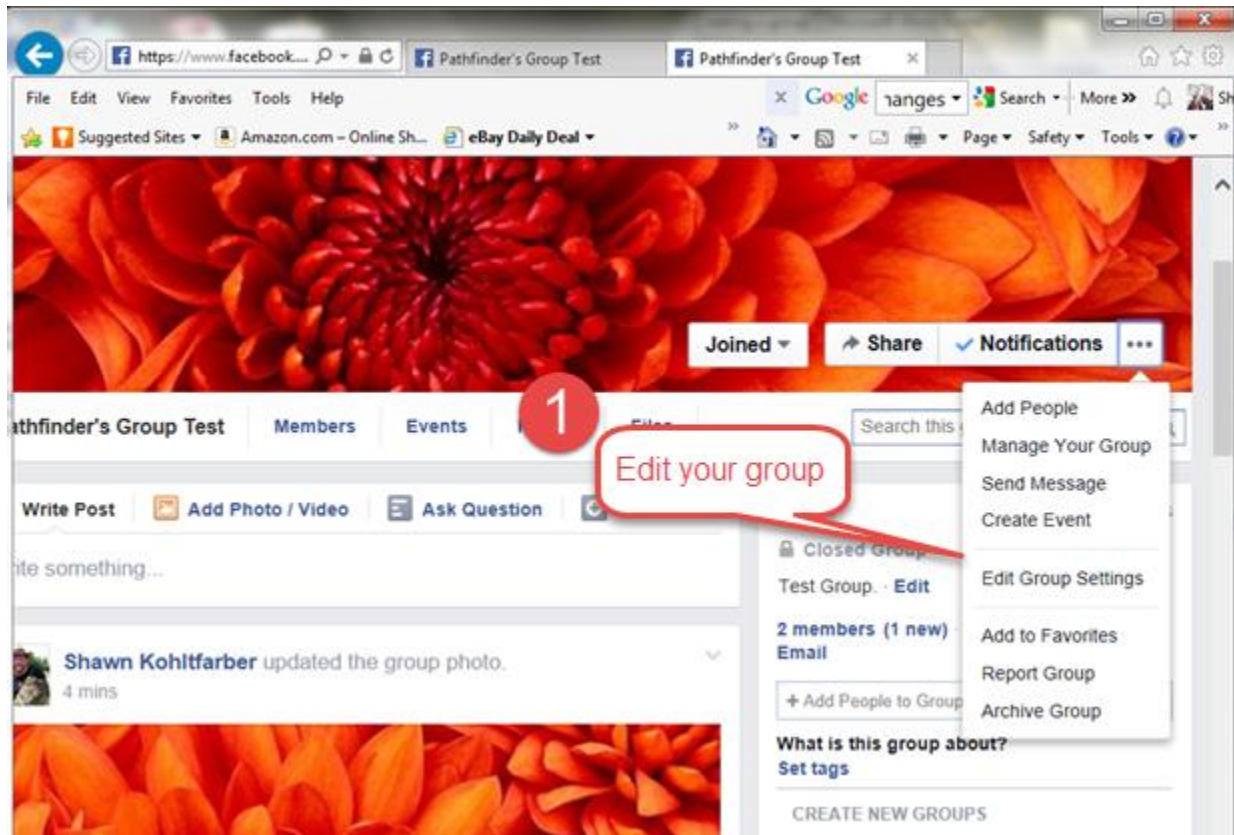
33% COMPLETE

  
**Add a Description**  
Tell members and prospective members about the group and its purpose.

  
**Add an Icon**  
Pick a symbol to represent your group.

  
**Add a Cover Photo**  
Help tell the story of your group.

After you set up your group, you will need to edit group settings.



The screenshot shows a web browser window displaying a Facebook group page titled "Pathfinder's Group Test". The browser's address bar shows the URL "https://www.facebook.com/Pathfinder's Group Test". The page features a large orange flower background image. At the top, there are buttons for "Joined", "Share", "Notifications", and a menu icon. Below these, the group name "Pathfinder's Group Test" is displayed, followed by tabs for "Members", "Events", and "Files". A red circle with the number "1" is placed over the "Files" tab. A red speech bubble with the text "Edit your group" points to the "Edit" link in the group's sidebar. The sidebar also includes a search bar, a "Write Post" button, and a link to "Add Photo / Video". A post by "Shawn Kohitfarber" is visible, stating "Shawn Kohitfarber updated the group photo. 4 mins". The sidebar also shows "2 members (1 new)", an "Email" button, and a link to "Add People to Group". At the bottom of the sidebar, there is a section titled "What is this group about?" with a "Set tags" link and a "CREATE NEW GROUPS" button.

Check these settings.

The screenshot shows the Facebook group settings page for a group named "Pathfinder's Group Test". The page is viewed in a web browser with multiple tabs open. The settings are organized into sections, with red circular callouts numbered 1 through 6 highlighting specific areas:

- 1** **Membership Approval**: Two radio button options are shown. The first option, "Any member can add or approve members.", is selected.
- 2** **Description**: A text area containing the text "Test Group." Below the text area, a note states: "Potential members see the description if privacy is set to open or closed."
- 3** **Tags**: A text input field containing "Enter descriptive keywords (ex: soccer)". Below the field, a note states: "Tags help people find groups about certain topics. [Learn More](#)".
- 4** **Posting Permissions**: Two radio button options are shown. The first option, "Members and admins can post to the group.", is selected.
- 5** **Post Approval**: A checkbox labeled "All group posts must be approved by an admin." is shown and is currently unchecked.
- 6** **Save**: A blue button labeled "Save" is located at the bottom of the settings section.

At the bottom right of the settings section, there is a chat status indicator showing "Chat (Off)". The browser's address bar shows the URL "Pathfinder's Group Test" and the page title "Pathfinder's Group Test". The browser's status bar at the bottom indicates a zoom level of 120%.

Add yourself more admins.

The screenshot shows the Facebook interface for a group named "Pathfinder's Group Test". The top navigation bar includes the group name, a search icon, and a profile picture. Below this is a red banner image with a "Join" button. The main navigation tabs are "Pathfinder's Group Test", "Members", "Events", "Photos", and "Files". The "Members" tab is selected, showing a list of group members. At the top of the members list are buttons for "All Members (2)", "Find a Member", and "+ Add People". Two members are listed: Shawn Kohltfarber and Audra Huff Kohltfarber. Shawn's profile includes his name, job title "Programmer Analyst II at CC Communications", and a note "Joined 35 minutes ago". Below his name is a gear icon. A red circle with the number "2" is placed over this gear icon, and a dropdown menu is open, showing the options "Remove as Admin" and "Leave Group". Audra's profile includes her name, job title "Teacher at Rogers Public Schools", and a note "Invited by Shawn Kohltfarber 35 minutes ago". Below her name is also a gear icon.

Test

Join

Pathfinder's Group Test

Members

Events

Photos

Files

All Members (2)

Find a Member

+ Add People

**Shawn Kohltfarber**  
Programmer Analyst II at CC Communications  
Joined 35 minutes ago

**Audra Huff Kohltfarber**  
Teacher at Rogers Public Schools  
Invited by Shawn Kohltfarber 35 minutes ago

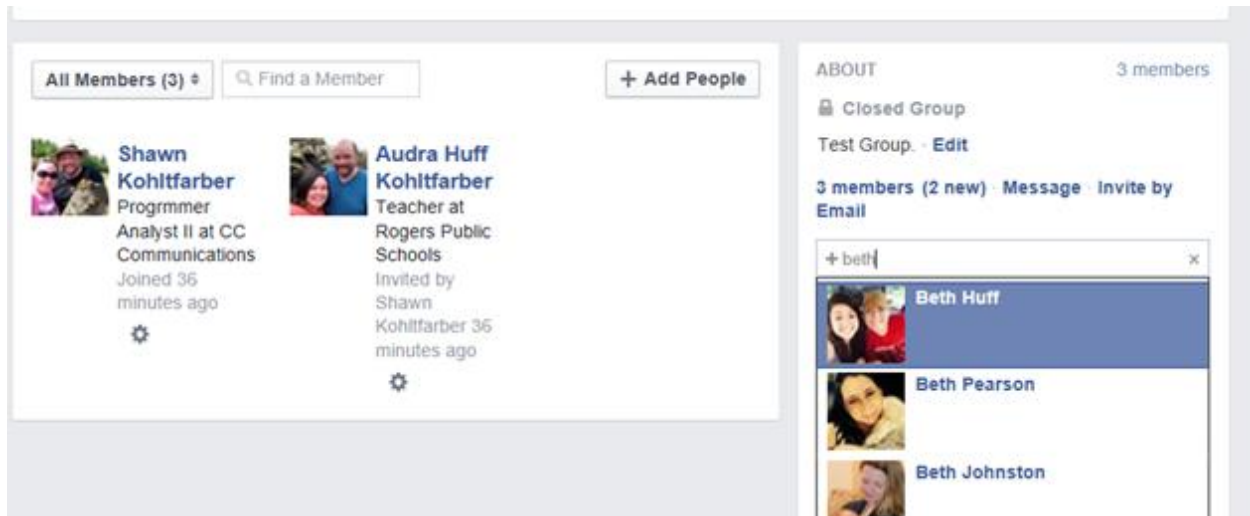
2

Remove as Admin

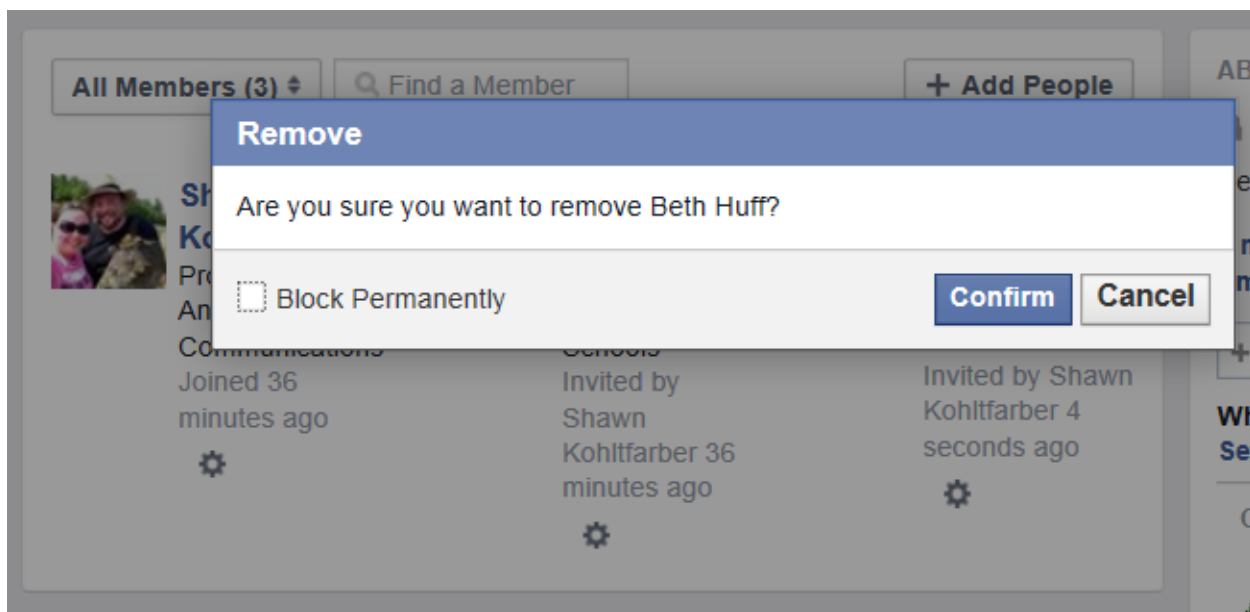
Leave Group



## Adding Members



Deleting Members is just as easy with a block permanently option.



Manage your groups.

