

ADMINISTRATOR
KONSOLE

> GRUNDLAGEN DER
ORGANISATION

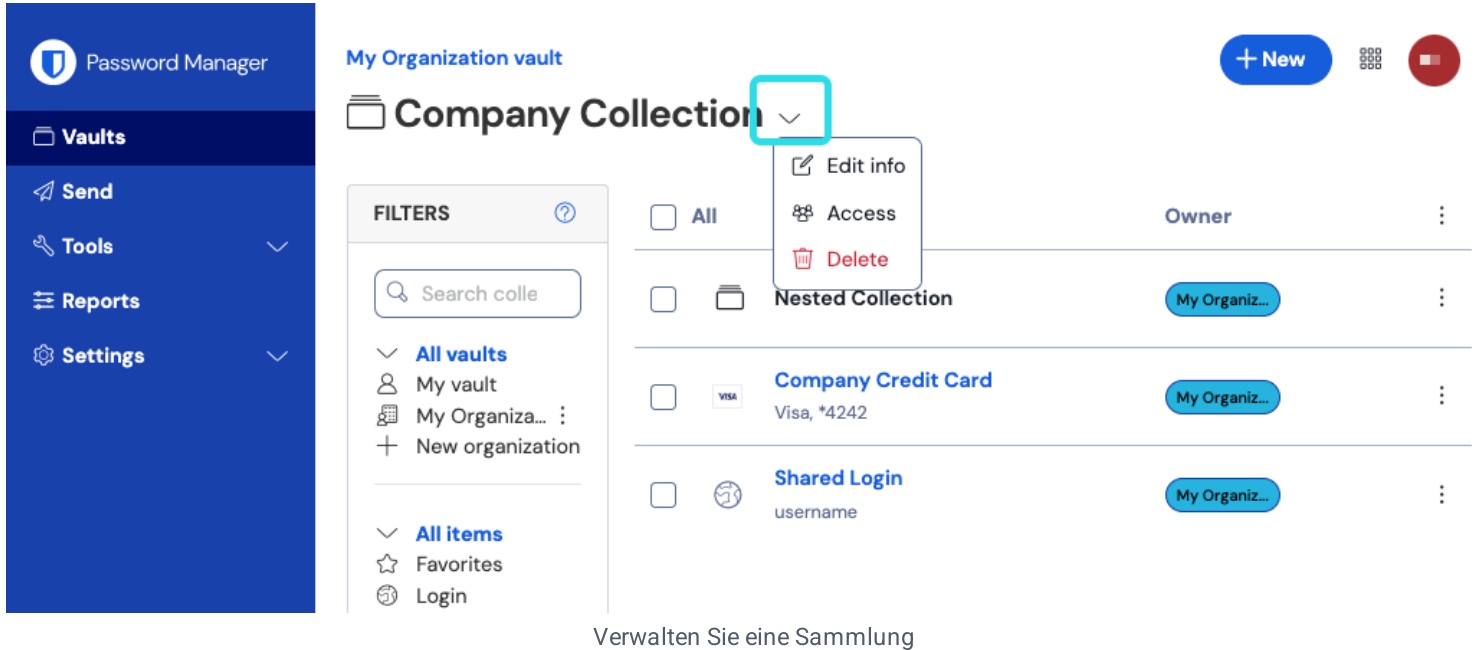
> COLLECTIONS

Assign Users to Collections

Assign Users to Collections

When you [create a collection](#), you can assign access to existing [groups](#) or members. You can, at any time, modify who has access to a collection from the Password Manager web app:

1. In the web app, open the collection and select the  button to see your options:



2. Select **Access**.

3. In the collection **Access** view, you can:

- Grant additional [groups](#) or members access, including what [level of permission](#) they have.
- Change the [level of permission](#) associated with a [group](#) or member that can already access the collection.

4. Select **Save**.

Tip

Bulk-management: Users with access to the Admin Console can bulk-manage access to collections from the Collections view using the options menu:

Bulk manage collections

Assign access to un-managed collections

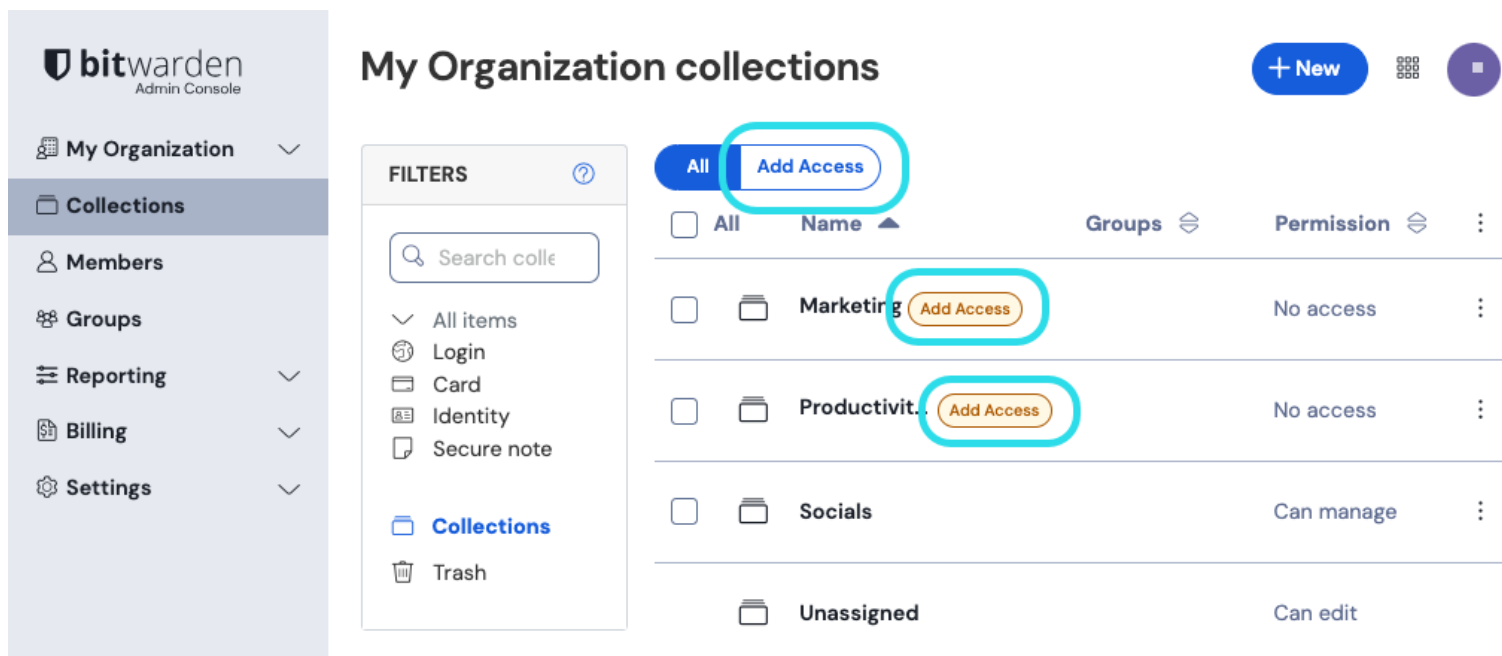
Collections should always have at least one assigned member with the [Manage collection permission](#). Under certain circumstances, for example when a managing member leaves your organization, collections can end up without a member with that level of permission.

Note

The following only applies if the [Owners and admins can manage all collections and items](#) collection management setting is **off**. If this setting is **on** in your organization:

- Owners and admins can always, rather than temporarily, modify access to a collection from the **Collections** view.
- The **Add Access** badge and tab described below will not appear.

When this occurs, owners and admins will temporarily gain management capabilities for these collections through the **Add Access** tab of the **Collections** view:



Add access to un-managed collections

Using the steps described previously in this article, owners and admins should assign a new member with the [Manage collection permission](#). Once done, owners and admins lose management capabilities for that collection and the Add Access label is removed.

Next steps

- [Learn about collections](#) at a conceptual level.
- [Create a collection](#) that you can add shared items to.
- [Share items with organization members](#) through your new collection.
- [Configure the permissions](#) your groups and members have to the collection.
- [Configure collection management settings](#) for your organization.