## Create Closed or Public Groups From the Web App

From the web app, click on top nav link "Groups", then click on icon "+ CREATE GROUP" to add a closed or public group.

To go live with any post, you must first assign a closed or public group.  The Groups page is where you create and manage those groups.

**To create a group:**

Click on the "+ CREATE GROUP" link in top, right corner of Groups page.

Enter group name in field that pops up.

Select either "Closed Group" or "Public Group" from dropdown menu beneath the group name field, then click "Done".

Closed groups show as blue and public groups show as purple in your groups list.

You will see members and date joined when you click on each group name.

Any public group you create will be available for your followers to add. As owner of the group, you can manage the list of your followers from your group page on the web app.

Any closed group you create will be available for your followers to "Join".  Once a follower clicks the "Join" button for your closed group, they will appear in that closed group member list as pending approval.  You will need to approve followers for them to gain access to your closed group.  As with public groups, you are provided a list of closed group members and can manage that list from your group page. As owner of the closed group, you decide to approve or remove.

Once you have set up groups, you're ready to return to your Post page, assign a group, and go live with your post.