

# Add Users to Collection(s)

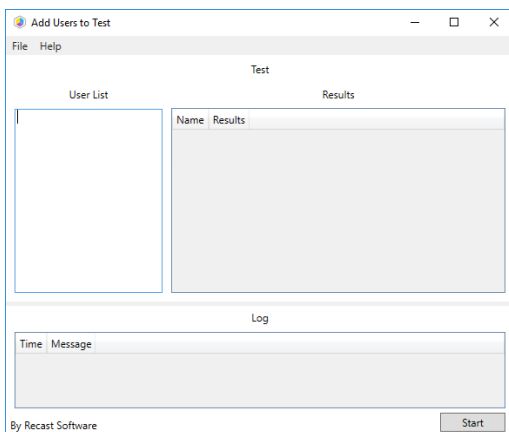
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Using the **Add Users to Collection(s)** tool, administrators can add existing users to an existing collection.

To add users to collections:

1. In your Configuration Manager console navigation panel, click **Users**.
2. Right-click on a user collection.
3. Click **Right Click Tools > Add Users to Collection(s)**.
4. In the window that opens, add users to the **User List** and click **Start**.

The **Results** section will display any actions taken. The **Log** section will update the status.



**TIP:** If you are having trouble adding users to collections, you can also add them using `domain\username` (two slashes) or `%username` .

## Recast Permissions

ConfigMgrServer plugin	AddUserstoCollection permission
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## Microsoft Permissions

Requires modify permission on Collection in Configuration Manager.

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