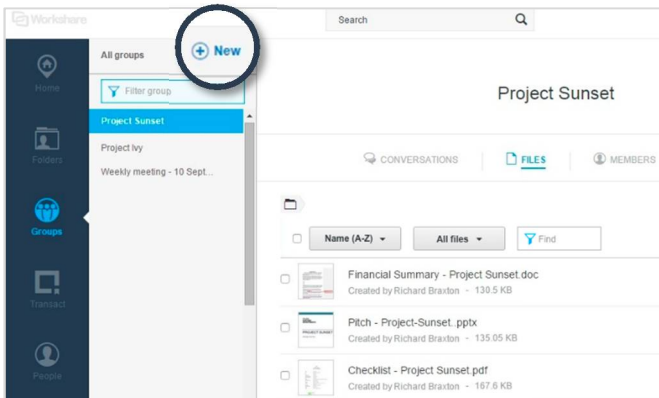


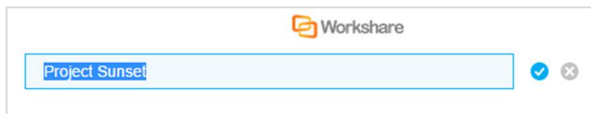
## Create a group

You can create a secure group to comment, review and collaborate on documents with colleagues and external clients.

Start by selecting **Groups** and then **New**.

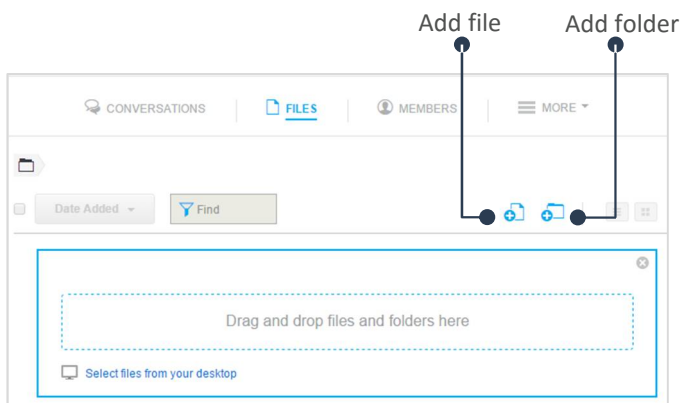


Name the group and then use the check mark icon to save it.

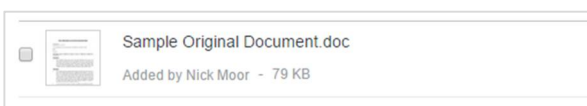


## Add files

Select the **Files** tab. Here you can create folders and add files to the group. You can add files from your desktop or you can drag and drop your files in the designated area to begin the upload.

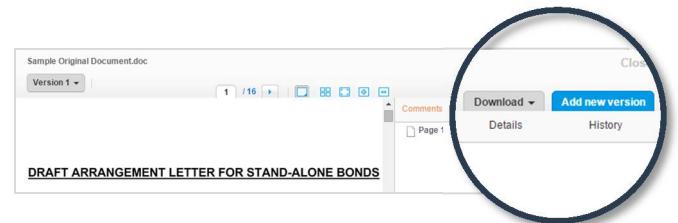


To view a file you've uploaded, click the file's name.



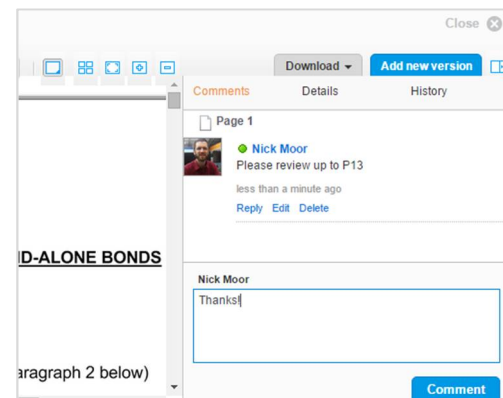
## View documents

The file preview window allows you to **download** the document or **add a new version**.



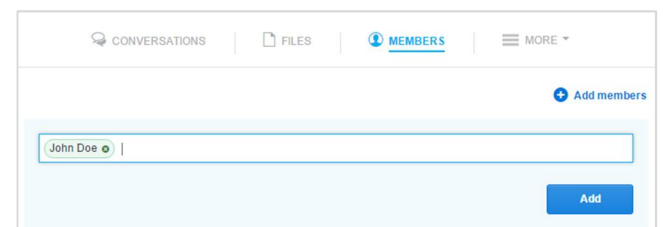
## Add comments

You can make **comments** using the side panel or by clicking anywhere on the document.



## Add members

To add people to the group, select the **Members** tab and then click **Add Members**. You can type the name of your colleague if they have Workshare, or use a full email address if they're an external client. Workshare will then send an email inviting them to the group.



You are now ready to work together.

**Tip** - In the **Conversation** tab, you can keep up to date with new comments and new documents and versions