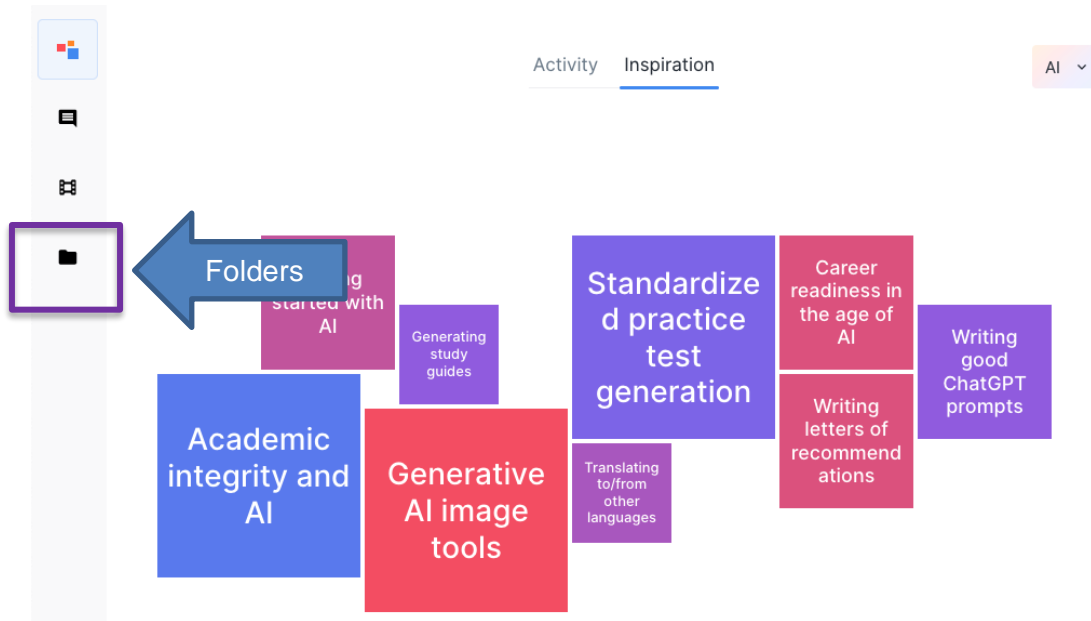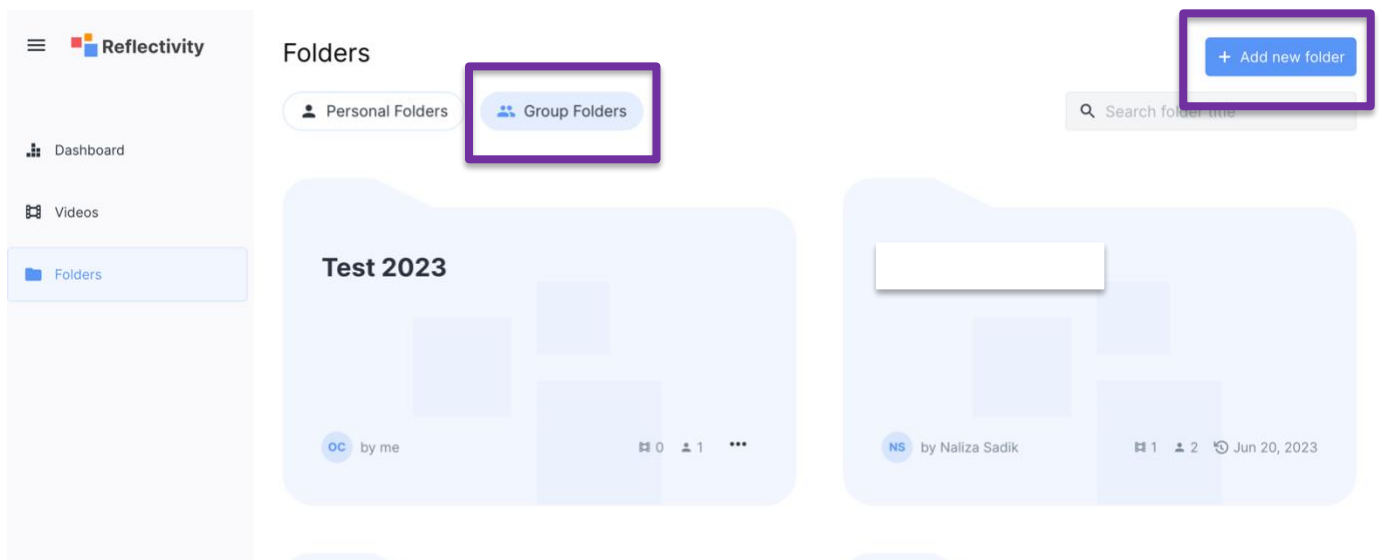# Swivl (now Reflectivity): Create a Group Folder

Login to Reflectivity > Folders

> Group Folders > + Add new folder

Add new group folder: Group folder name: Your first and last name > Description: Optional > Create

Add new group folder

Group folder name:

Your first and last name

Description:

Enter purpose here

Cancel   Create

Add Folder Members: Search member's name or email address > Check box next to member's name > Add to Folder

Add Folder Members

Select the team members who may access this folder

🔍 Search by name or email...

☐ Select all   290 members

☑ **ES** Education Services
education.services@lehman.cuny.edu

Cancel   **Add to Folder**

CUNY

Member Settings: Keep everything the same > Save

Member Settings ✕

Permissions

Automatically add new team members
When new members join the team, automatically add them to this folder.

Allow members to add videos to the Folder
When this is turned off, only you are allowed to share videos to this folder.

Notifications

Email Group members when a new video is shared to this Folder

Email me only when a new video is shared to this Folder

Cancel   Save