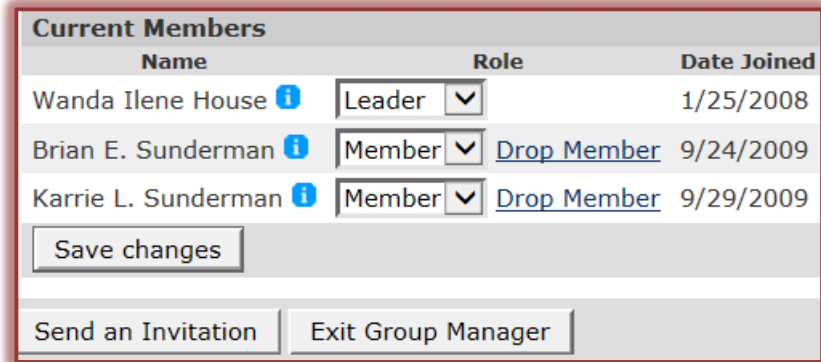
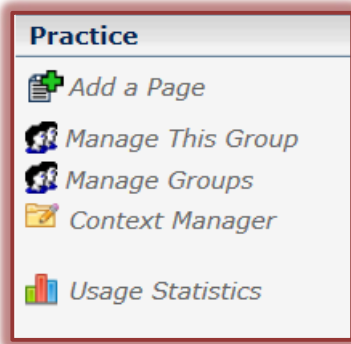


Manage This Group - Add Users

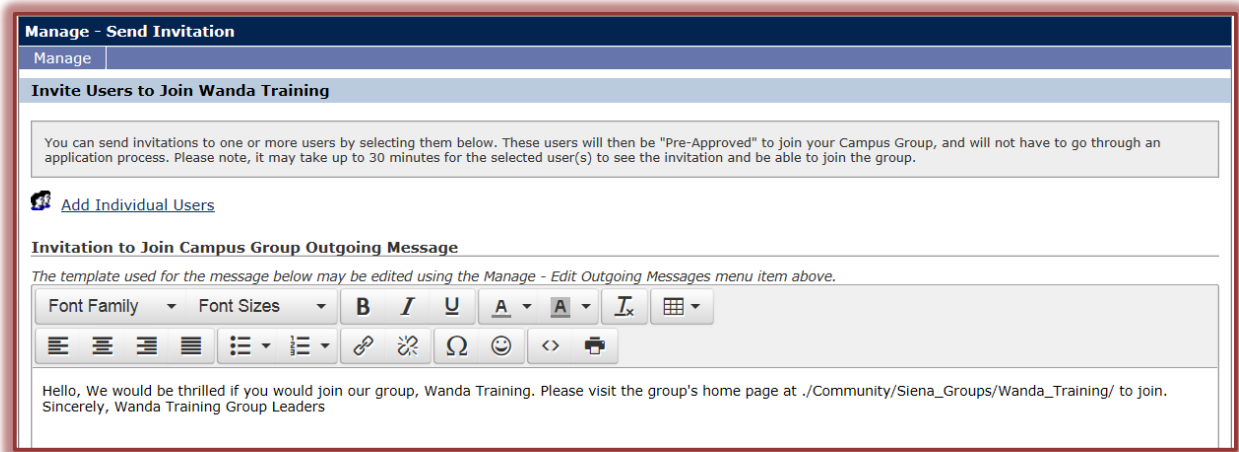
If permissions have been granted by the leader of a group, users have the capability of adding new users to a group. If members have not been granted this permission, only the leader will be able to add new users.

Add User to Public Group

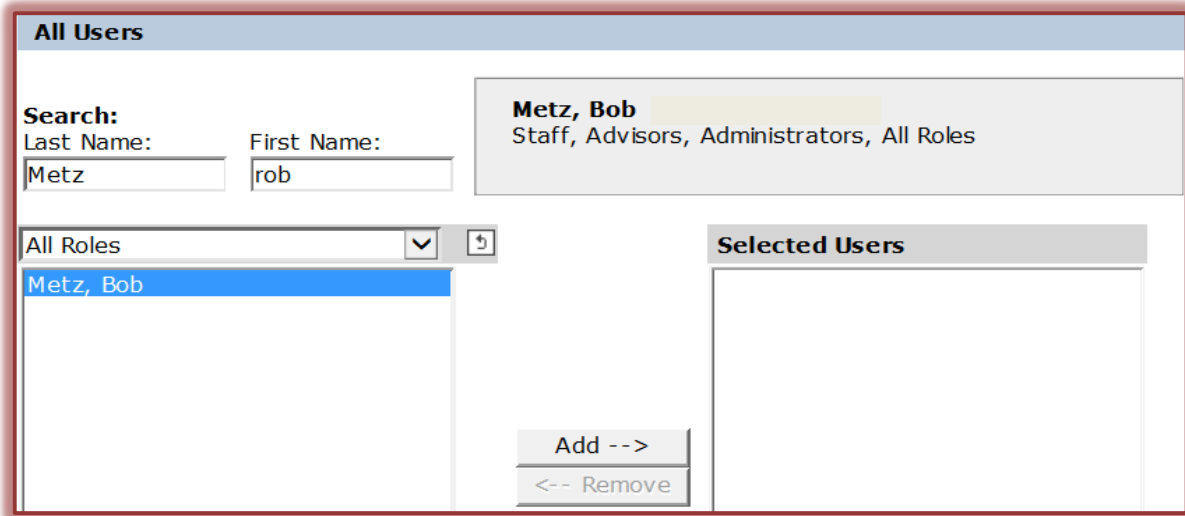
- ✦ Click the name of the group for which the permissions are to be granted.
- ✦ Click the **Manage This Group** button on the left side of the window (see illustration below left).



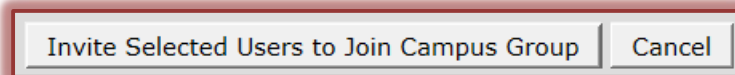
- ✦ The **Current Members** window will display (see illustration above right).
- ✦ Click the **Send an Invitation** button.
- ✦ The **Send Invitation** window will display (see illustration below).



- ✦ Click the **Add Individual Users** link.
- ✦ The **Select Users** window will display (see illustration on next page).
- ✦ In the **Last Name** box, input the last name of the user.
- ✦ Input the first name of the user in the **First Name** box.
- ✦ The **Users Name** will appear in the list.
- ✦ Click on the **User Name** and then click the **Add** button.
- ✦ To remove a user from the **Selected Users** list, click the **Remove** button.
- ✦ Click the **OK** button.
- ✦ The number of users selected will appear where the **Add Individual Users** link was in the **Send Invitation** window.
- ✦ To change the users or add more users, click the **Edit Users** link.



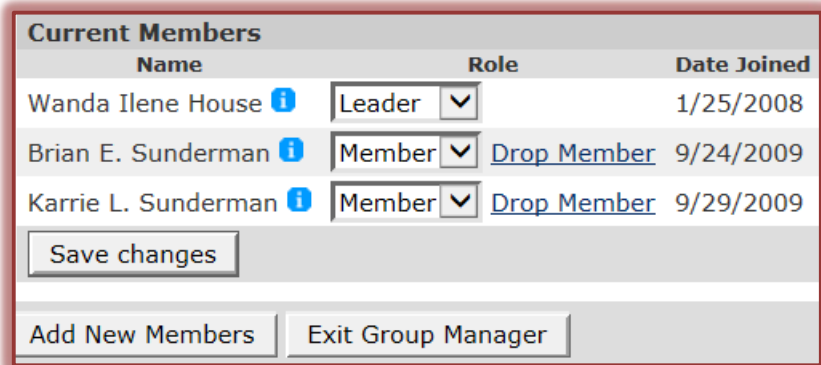
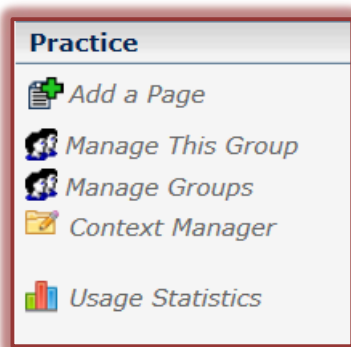
- ✦ The **Edit Users** window will appear.
- ✦ This is the same window as the **Select Users** window.
- ✦ Select any additional users and then click **OK**.
- ✦ Click the **Invite Selected Users to Join Campus Group** button at the bottom of the window.



- ✦ An invitation will be sent to the selected users.
- ✦ The users have to **Join** the group before they become a member of the group.

Add Users to Private Group

- ✦ Click the name of the group for which the permissions are to be granted.
- ✦ Click the **Manage This Group** button on the left side of the window (see illustration below).



- ✦ The **Current Members** window will display (see illustration above).
- ✦ Click the **Add New Members** button on the right side of the window.
- ✦ The **Add Members to Group** window will display (see illustration on next page).
- ✦ Click the **Add Individual Users** link.
- ✦ The **Select Users** window will display (see illustration on next page).
- ✦ In the **Last Name** box, input the last name of the user.
- ✦ Input the first name of the user in the **First Name** box.
- ✦ The **Users Name** will appear in the list.
- ✦ Click on the **User Name** and then click the **Add** button.

Add Members to Group - Wanda Training

You can select one or more users to be added to your group and sent notifications. These users will immediately become members of your Campus Group. Please note, it may take up to 30 minutes for the selected user(s) to gain full access to the group.

[Add Individual Users](#)

Notify of Addition to Campus Group Outgoing Message

The template used for the message below may be edited using the Manage - Edit Outgoing Messages menu item above.

Font Family Font Sizes **B** *I* U A A *I*_x [Grid]

[List Icons] [List Icons] [Link] [Unlink] [Omega] [Smiley] [Code] [Print]

Hello,

You have been added as a member of the private (unlisted) Campus Group, Wanda Training. You can visit group member pages at the following address: https://mysiena.sienaheights.edu/ICS/Community/Siena_Groups/Wanda_Training/. You must first log in before you can view member content.

Sincerely,
Wanda Training Leaders

All Users

Search:
Last Name: First Name:

Metz, Bob
Staff, Advisors, Administrators, All Roles

All Roles [v] [u]

Metz, Bob

Add -->

<-- Remove

Selected Users

- ✦ To remove a user from the **Selected Users** list, click the **Remove** button.
- ✦ Click the **OK** button.
- ✦ The number of users selected will appear where the **Add Individual Users** link was in the **Add Members and Notify** window.
- ✦ To change the users or add more users, click the **Edit Users** link.
- ✦ The **Edit Users** window will appear.
- ✦ This is the same window as the **Select Users** window.
- ✦ Select any additional users and then click **OK**.
- ✦ Click the **Add Selected Users to Private Group and Notify** button.

Add Selected Users to Private Group and Notify Cancel

- ✦ An invitation will be sent to the selected users.
- ✦ The users have to **Join** the group before they become a member of the group.