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.
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.

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