

## Manage This Group - Add Users to Private Group

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.

- ✦ 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 image shows two parts of a web interface. On the left is a sidebar titled 'Practice' with the following options: 'Add a Page', 'Manage This Group', 'Manage Groups', 'Context Manager', and 'Usage Statistics'. On the right is a window titled 'Current Members' containing a table of group members.

Name	Role	Date Joined
Wanda Ilene House	Leader <input type="button" value="v"/>	1/25/2008
Brian E. Sunderman	Member <input type="button" value="v"/> <a href="#">Drop Member</a>	9/24/2009
Karrie L. Sunderman	Member <input type="button" value="v"/> <a href="#">Drop Member</a>	9/29/2009

Below the table is a 'Save changes' button. At the bottom of the window are two buttons: 'Add New Members' and 'Exit Group Manager'.

- ✦ 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 below).

The image shows a window titled 'Add Members to Group - Wanda Training'. It contains a message: '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.' Below this is a link 'Add Individual Users'. There is a section for 'Notify of Addition to Campus Group Outgoing Message' with a rich text editor toolbar and a message body that reads: '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/](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'.

- ✦ 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.

**All Users**

**Search:**  
Last Name: Metz First Name: rob

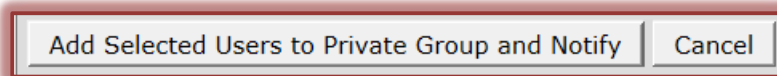
**Metz, Bob**  
Staff, Advisors, Administrators, All Roles

All Roles  
Metz, Bob

**Selected Users**

Add -->  
<-- Remove

- ✦ 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.