

Manage This Group - Add Users to Public 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.

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).

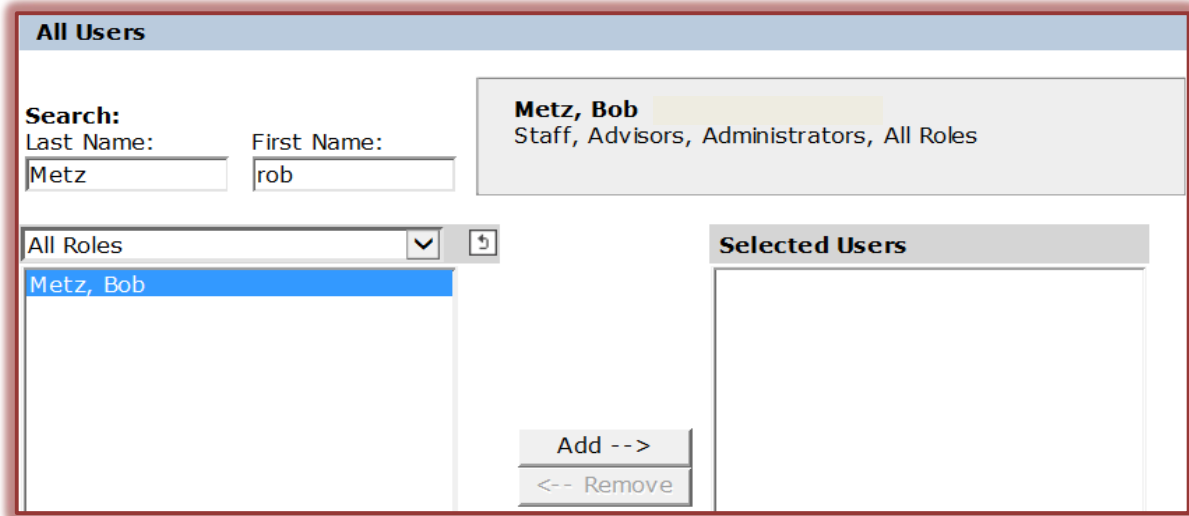
The image shows two side-by-side screenshots from a web application. The left screenshot shows a 'Practice' menu with options: 'Add a Page', 'Manage This Group', 'Manage Groups', 'Context Manager', and 'Usage Statistics'. The right screenshot shows the 'Current Members' window. It has a table with columns 'Name', 'Role', and 'Date Joined'. The table lists three members: Wanda Ilene House (Leader, 1/25/2008), Brian E. Sunderman (Member, 9/24/2009), and Karrie L. Sunderman (Member, 9/29/2009). Below the table are buttons for 'Save changes', 'Send an Invitation', and 'Exit Group Manager'.

Name	Role	Date Joined
Wanda Ilene House	Leader	1/25/2008
Brian E. Sunderman	Member	9/24/2009
Karrie L. Sunderman	Member	9/29/2009

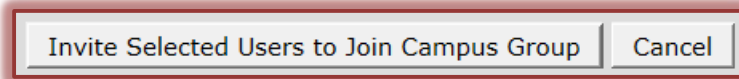
- ✦ The **Current Members** window will display (see illustration above right).
- ✦ Click the **Send an Invitation** button.
- ✦ The **Send Invitation** window will display (see illustration below).

The image shows a 'Manage - Send Invitation' window. It has a 'Manage' tab and a title 'Invite Users to Join Wanda Training'. Below the title is a text box with instructions: 'You can send invitations to one or more users by selecting them below. These users will then be "Pre-Approved" to join your Campus Group, and will not have to go through an application process. Please note, it may take up to 30 minutes for the selected user(s) to see the invitation and be able to join the group.' Below this is a link 'Add Individual Users'. Underneath is a section titled 'Invitation to Join Campus Group Outgoing Message' with a text editor. The text editor has a toolbar with options for font family, font size, bold, italic, underline, text color, background color, link, unlink, insert link, and insert image. The text in the editor reads: 'Hello, We would be thrilled if you would join our group, Wanda Training. Please visit the group's home page at ./Community/Siena_Groups/Wanda_Training/ to join. Sincerely, Wanda Training Group 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 **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.