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 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.