Manage This Group – Edit Outgoing Messages

There are default messages that are sent to members of a group when they are added to the group. These messages can be changed to suit individual preferences. This document explains how to accomplish this.

† Click the name of the group for which the messages are to be edited.
† Click the Manage This Group button on the left side of the window (see illustration below left).
† In the Manage page, click the Manage button (see illustration below right).

† Select Edit Outgoing Messages to change the message.
† A list of messages will appear in the Edit Outgoing Messages window.
† Scroll down the page to make changes to the messages.
† There are five different messages that can be edited. These are:
  † Group Membership Acceptance Message – This message will be displayed when a user joins a group.
  † Group Membership Declined Message – This message will be displayed when the group leader declines a group membership request.
  † Application to Join – This message will be displayed along with the application form when a user clicks the link to join a campus group.
  † Application Confirmation – This message will be displayed after a user has finished filling out the application to join a group, as a confirmation that the application has been submitted and will be reviewed.
  † Invitation to Join – This message will be displayed in the email message that is sent when a user is invited to join a campus group.
† After the messages have been revised, click the Save Changes button.