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 below 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.
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 left).
The **Current Members** window will display (see illustration below right).

Click the **Add New Members** button on the right side of the window.
The **Add Members and Notify** window will display (see illustration below).

<table>
<thead>
<tr>
<th>Manage - Add Members and Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Members to Group - Wanda Training</td>
</tr>
</tbody>
</table>

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.

**Add Individual Users**

**Notify of Addition to Campus Group Outgoing Message**

The template used for the message below may be edited using the Manage - Edit Outgoing Messages menu item above.

```
https://mysiena.sienaheights.edu/ICS/Community/Siena_Groups/Wan
```

You must first log in before you can view member content.

Sincerely,

Wanda Training Leaders

To remove a user from the **Selected Users** list, click the **Remove** button.

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.

An invitation will be sent to the selected users.

The users have to **Join** the group before they become a member of the 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.
- In the **Manage** page, click the **Manage** button.
- 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.

### Make Changes to Membership Options

Once a user has been added to a group, options for the member can be changed. This document explains how to accomplish this.

- Click the name of the group for which membership options are to be changed.
- Click the **Manage This Group** button on the left side of the window.
- In the **Manage** page, click the **Manage** button.
- Click **Edit Membership Settings**.
- The **Edit Membership Settings** window will display (see illustration below).

<table>
<thead>
<tr>
<th>Manage - Edit Membership Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manage</strong></td>
</tr>
</tbody>
</table>

#### Edit Membership Settings

- **Maximum # of Members:** Indicates the maximum number of members that will be allowed to join the group. A blank box indicates there is no limitation.
- **Do you want this group to be public or private?**
  - Select **Public** or **Private**.
- **Public Group Enrollment:**
  - Select one of the available options under **Public Group Enrollment**.

![Edit Membership Settings](image)

- Click the **Save Settings** button.

### Change User Status

Once a group has been created and members have been established, it is possible to change the status for each of the participants.

- Click the **Manage This Group** button on the left side of the window.
- The **Current Members** window will display.
- Click the list arrow next to the Member name.
- Select one of the following options:
  - **Leader** – This user has all privileges to the page. Therefore, this user can make changes to any area of the page.
**Member** – The users who are members are allowed to view the pages, but are only allowed to make changes to the portlets specified by the leader. This is the default when a new user is added to the group.

- Click the **Save Changes** button after all the changes have been made.
- To remove a member from the group, click the **Drop Member** link next to the username.