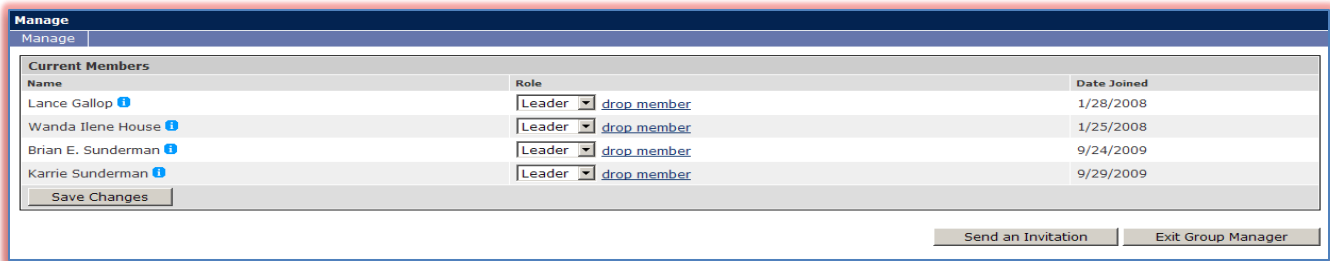
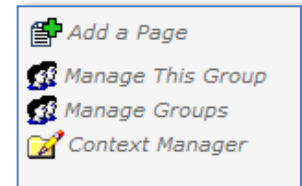


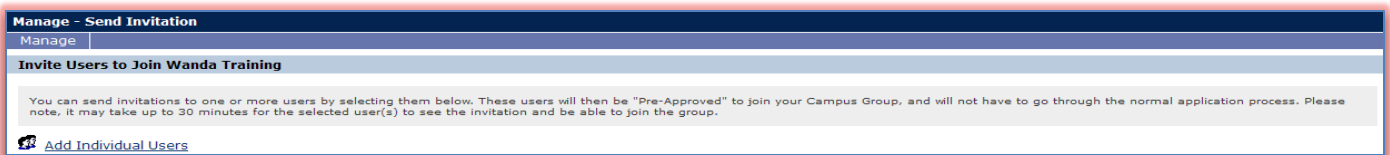
Manage This Group - Add Users

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,

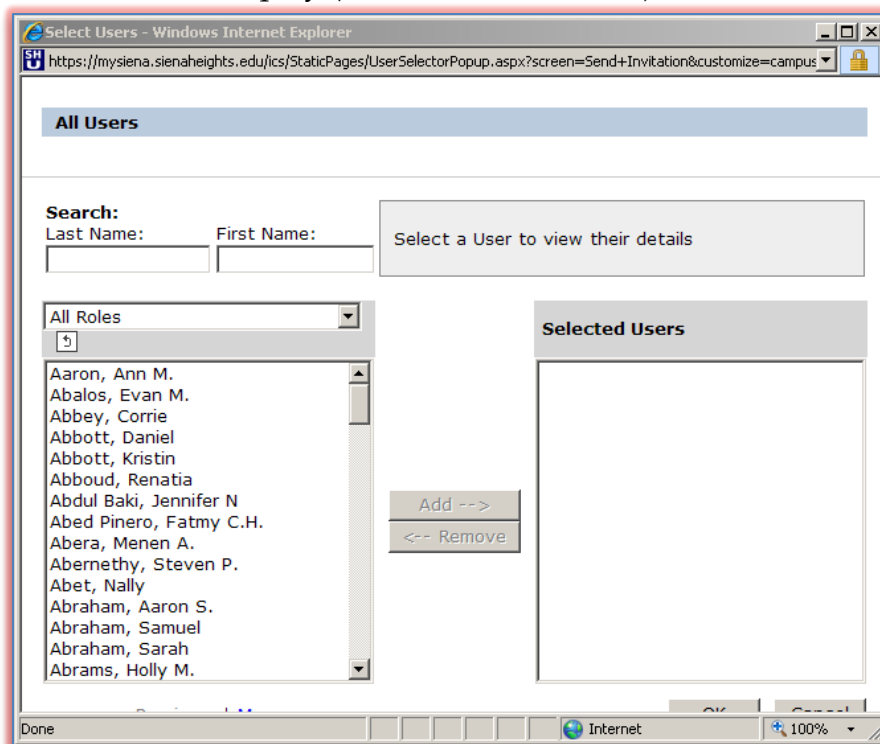
- ✦ Click the name of the group for which the permissions are to be granted.
- ✦ Click the **Manage This Group** button on the left side of the window (see illustration at right).
- ✦ The **Current Members** window will display (see illustration below).



- ✦ Click the **Send an Invitation** button.
- ✦ The **Invite Users to Join** window will display (see illustration below).



- ✦ Click the **Add Individual Users** link.
- ✦ The **Select Users** window will display (see illustration below).



- ✦ 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.
- ✦ Click the **OK** button.