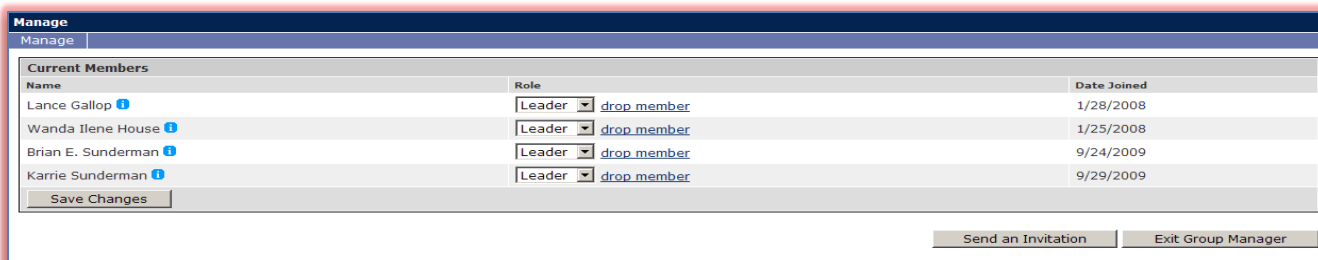
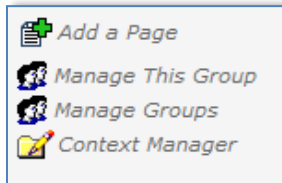


MANAGING GROUP MEMBERSHIP

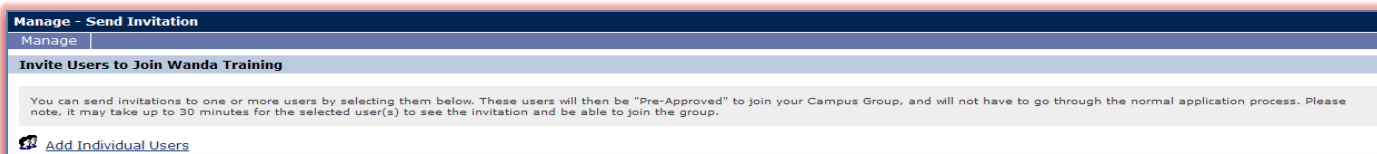
If permissions have been granted by the leader of a group, users have the capability of adding new users to a group. If members have not been granted this permission, only the leader will be able to add new users.

Add Users

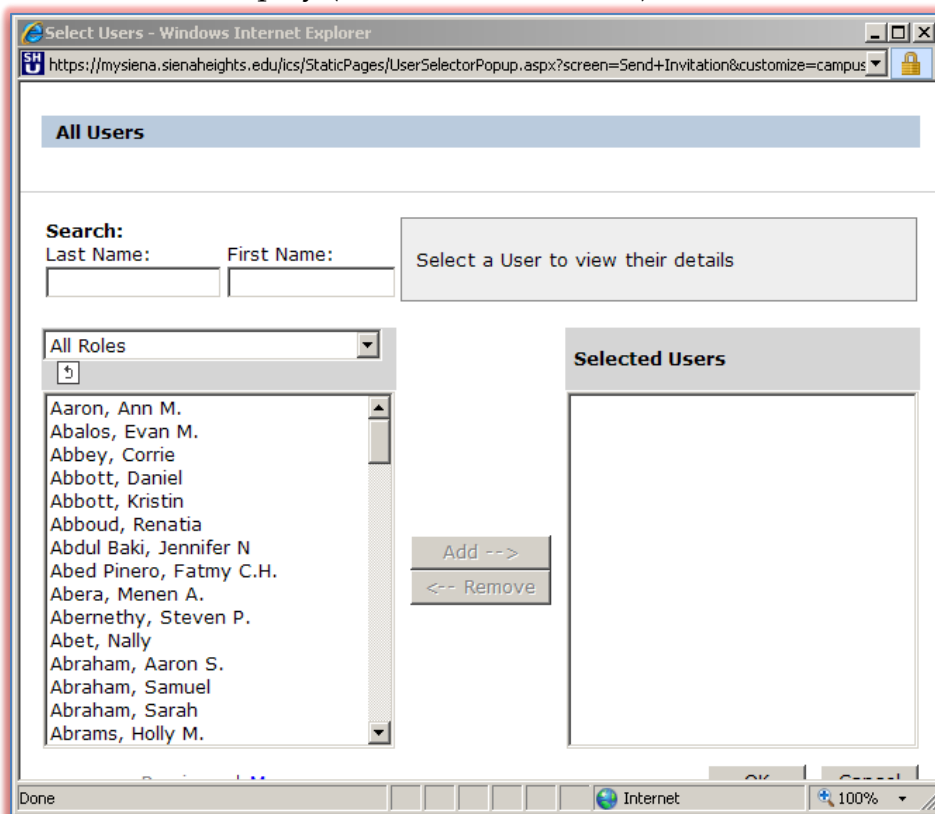
- † Click the name of the group for which the permissions are to be granted.
- † Click the **Manage This Group** button on the left side of the window (see illustration at right).
- † The **Current Members** window will display (see illustration below).



- † 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.

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 section explains how to accomplish this.

- † In the group, 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 to locate the **Invitation to Join** message.
- † Make the desired changes.
- † 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 section explains how to accomplish this.

- † In the group, click the **Manage** button.
- † Click **Edit Membership Settings**.
- † The **Edit Membership Settings** window will display.
- † Select one of the available options under **Campus Group Membership Settings**.
- † Under **Privacy Settings**, select one of the two options.
- † Specify the **Maximum Number of Members** that will be allowed to join the group. A blank box indicates that there is no limitation.
- † Click the **Save Settings** button.

Invite Users

After users have been added to a group, they have to be sent an invitation to join. This section explains how to send the invitation to the member.

- † In the **Invite Users** window, click the **Invite Selected Users to Join Campus Group** button.
- † An Email message will be sent to the user stating that he/she has been invited to join the group.
- † The **Current Members** will display.
- † Click the **Role** list for the new member to select the type of role this user will have for the group. The options are:
 - ✦ **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.
- † 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.