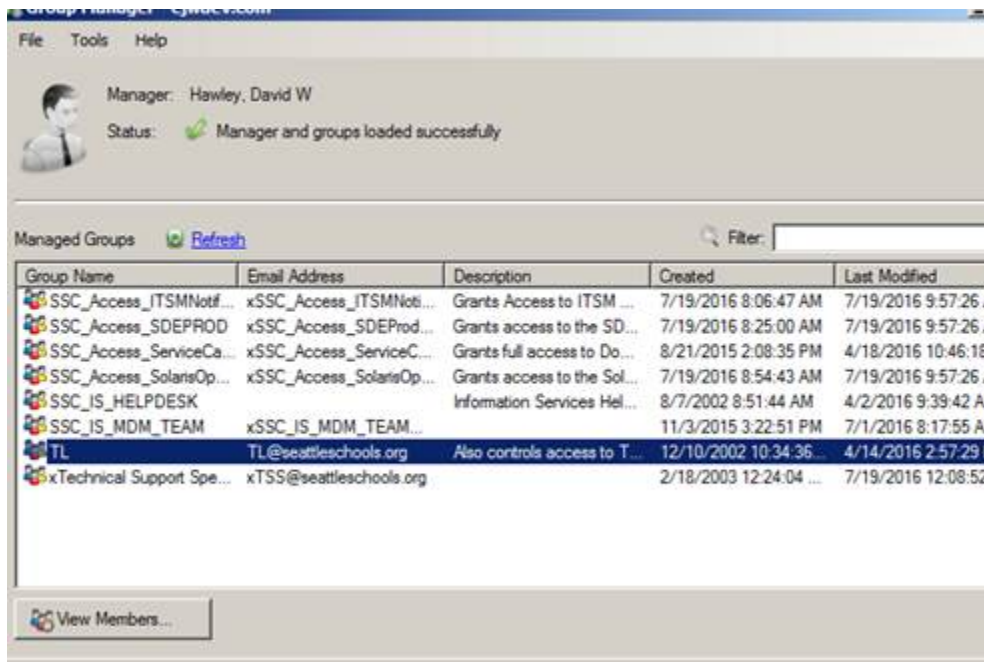
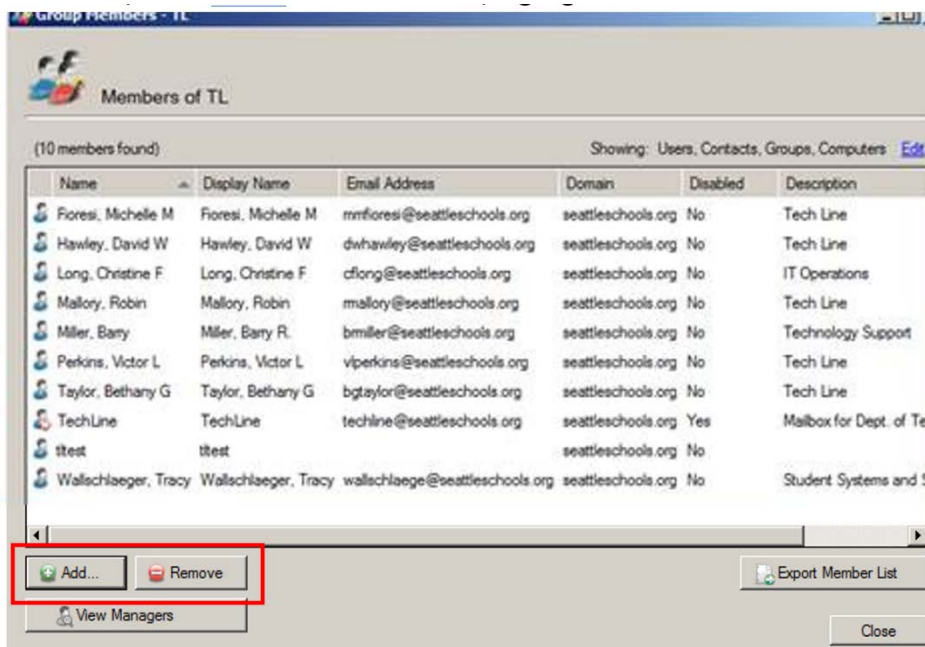


# Using Group Manager

- 1) To access Group Manager, click in the Search Windows box in the bottom left corner of your screen and begin typing **Group Manager**. When the application comes up in the search results, click to open it.
- 2) Double click on the group you want to update.



- 3) To add users, click "Add"\*. To delete users, highlight users and then click "Remove".



\*When adding users, search for them by entering their Last Name, First Name or by entering their username. Then click "Add".

The image shows a Windows-style dialog box titled "Add Members To Web Project Team". At the top left is a green plus icon. Below it, the text reads "Enter the names of any new members that you wish to add to this group". The dialog contains several input fields: "Member Type" is a dropdown menu set to "User"; "Member Domain" is a dropdown menu set to "seattleschools.org"; "Your domain" is a text field containing "seattleschools.org"; and "Member Name" is a text field containing "hawley.david", which is highlighted with a red rectangular box. To the right of the "Member Name" field are two buttons: "Add" and "Remove". Below these fields is a large empty rectangular area. At the bottom of the dialog are two buttons: "OK" and "Cancel". The status bar at the bottom left says "Ready" and the bottom right has a small icon.