How to add or remove members from a group

Ron M. - 2023-02-08 - Community Groups

As an administrator, you are able to add or remove group members. If the group is private, members can only be added by administrators.

Add a Member into a Group

1. Click **Groups** or the **People** icon on the left menu.
2. Click **View** on the group where you would like to add the member.
3. Click the **Members** tab.
4. Click the **Add Another Member** button.
5. Enter the name or email address of the member in the Lookup box.
6. Select the member and click **Save**.

Remove a Member from a Group

1. Click **Groups** or the **People** icon on the left menu.
2. Click **View** for the group where you would like to remove the member from.
3. Click the **Members** tab.
4. Find the member in the list and click **Remove**.
5. Click **OK** in the browser pop up to confirm the change.

Note

When adding or removing members in a group, if the group email notifications are turned on, the member will receive the associated welcome and farewell emails.

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