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.

Related Content

- How to set positions in groups
- How to create a new group

- [How to manage group categories](#)