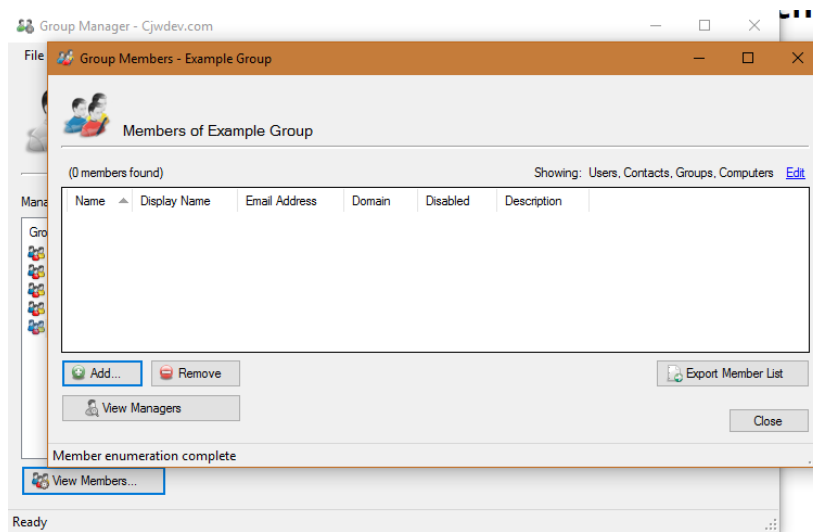


# Granting/Removing Access via Group Manager

Group Manager is a tool that allows you to add or remove Community Members from groups that grant access to department network drives and printers. For information about groups relevant to your department, please contact the Help Desk at 610-526-7440 or [help@brynmawr.edu](mailto:help@brynmawr.edu).



To add or remove a user, click on the group you will be adding them to/removing them from, and click **View Members...** at the bottom left. This will open a new window with a list of all users in the selected group.

## Adding Users:

- To **add** someone to your group, click the **Add...** button at the bottom left.
  - This will open another new window with a search field.
  - Type the username of the person to add in the **Member Name:** box, and click the **Add** button.
    - If there are multiple results that fit the search, a window will open with all possible matches. For example, if you search for a short username (e.g. *skim*), it will find that username and all others that begin *skim* (e.g. *skim02*, *skimmel*).
    - Select the name you are looking for, and click **OK**.
  - When the username has been added, click **OK** at the bottom of the window, and the user will be added to your group.
    - **Note:** Once you have added someone to a group, they will need to log out of their computer and log back in to receive the updated permissions.

## Removing Users:

- To **remove** someone from your group, click on their name in the member list so it is highlighted.
  - With the name highlighted, click the **Remove** button at the bottom left. This will remove the user from your group.
    - **Note:** The user will need to log out and log back in for the changes to come into effect.