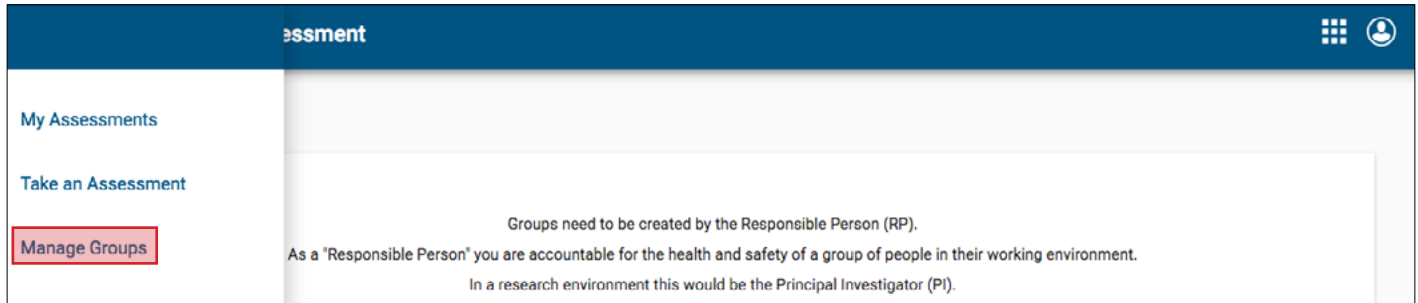
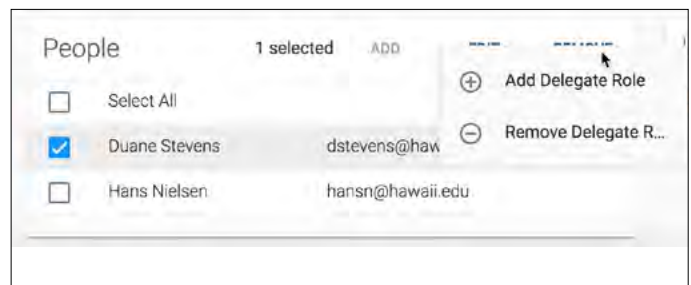


Manage Groups

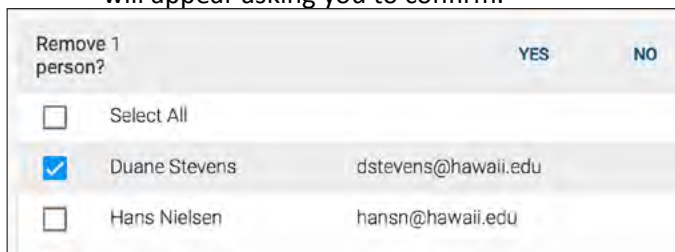
- Select your chosen group or if at this stage you need to make amendments to your group, select the icon and select the **Manage Groups** option.



- Add Group Members
 - In the section titled **People**, select **Add** and search for names. Select users to add to your group. When you have finished adding names select **Done**.
- Edit Group Members
 - Select name/s you would like to edit and select the **Edit** button. You will be able to add or remove the delegate role for that group member.



- Remove Group Members
 - Select name/s you would like to remove and select **Remove**. A YES or NO option will appear asking you to confirm.



- Add Locations
 - Select **Add**.
 - Search and choose the building and room.
 - Select **Done**.



- Remove Locations
 - Select the location/s you would like to remove and select **Remove**. A YES or NO option will appear asking you to confirm.

