

## Administering a Group

If you are a group administrator, through either creating the group or being made an administrator, you can manage the membership of the group.

The 'People' tab allows the user to view and manage the status of people in the group.

The 'active' status means that the user is subscribed and can use the group facilities.

The 'pending' status means that a user has requested group membership but is currently not subscribed.

If you check the box next to a member's name, you can block, approve or deny access to the user. If the block or deny is used against a user, they will not become members of the group although the user can request membership in the future.

You can also use the update options to make a user an administrative member. Once they are in this role, they will have access to the groups tab and be able to administer the membership.

You can view but cannot administer the permissions for the group. You will not be able to change these on a group basis.

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