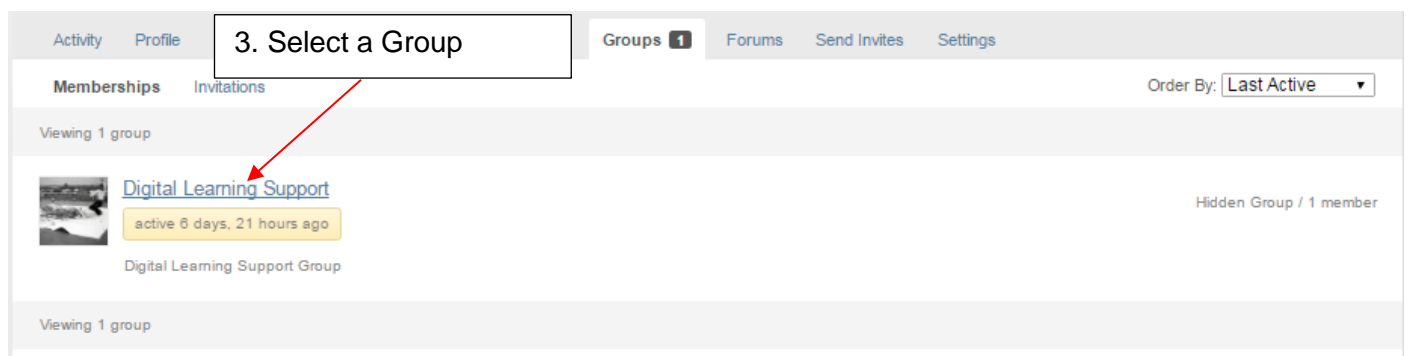
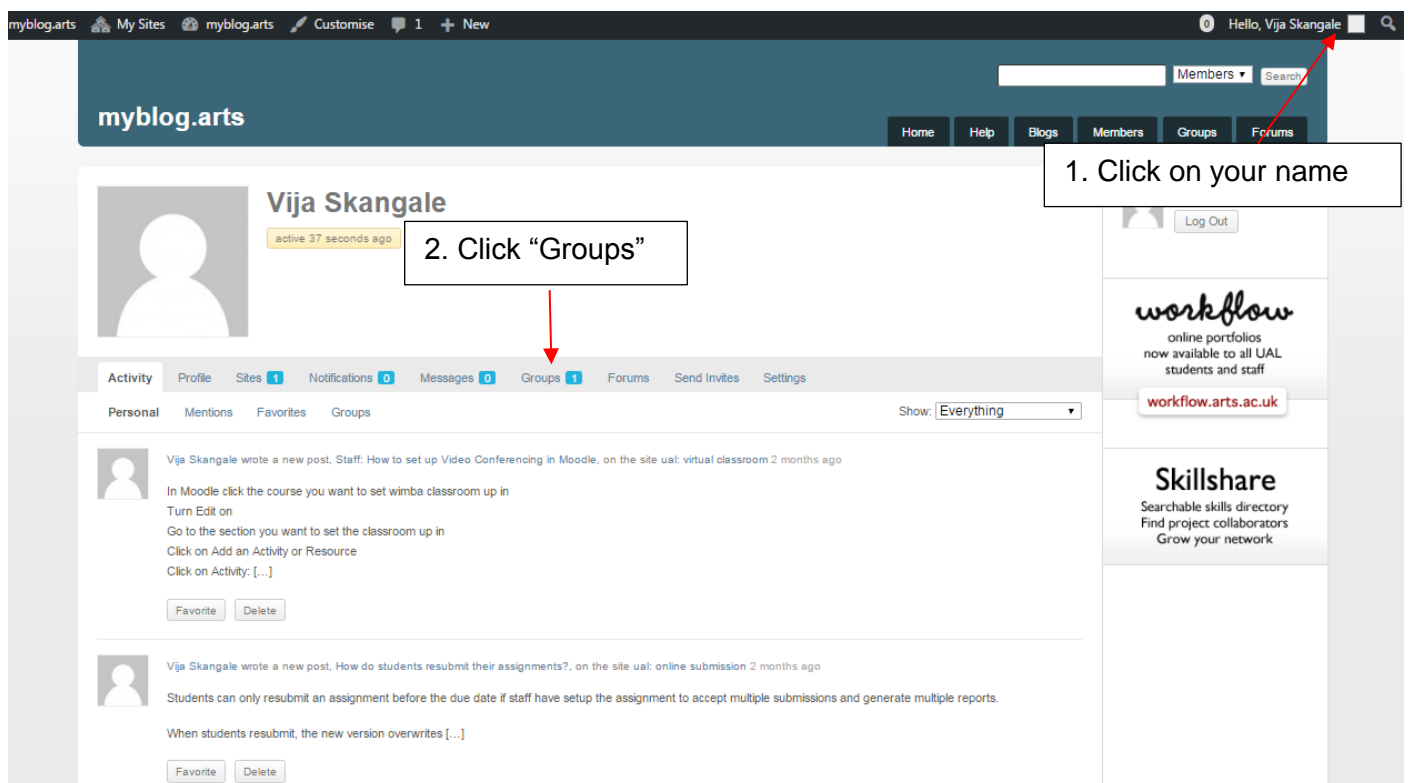


Invite Members to your Group

How do I invite members to my Group?

When you initially set up your group you will go through the process of inviting members to join your group. This can also be actioned after you have set up your group too.

To do this you will need to go to your group.



Enter your group by selecting the group title and then select Send Invites from the Menu. You can either search for the name or select one from the Member Directory. Click on the Send Invite button when you have finished.

The screenshot shows the 'Digital Learning Support' group page. At the top left is a group profile picture. To its right is the group name 'Digital Learning Support', followed by 'Hidden Group' and 'active 8 days, 23 hours ago'. Below this is 'Digital Learning Support Group' and 'Group Admins' with a profile icon. A navigation bar contains 'Home', 'Forum', 'Members 1', 'Send Invites', and 'Manage'. Below the navigation bar, there is a link: 'Want to invite someone to the group who is not yet a member of the site? [Send invitations by email.](#)' A search box labeled 'Search for members to invite:' is on the left. A yellow box says 'Select people to invite from your friends list.' Below that is a member profile for 'Jane Russell' with a profile picture and 'active 2 hours, 54 minutes ago'. A 'Send Invites' button is at the bottom left. A 'Remove Invite' link is next to the member profile. Three callout boxes with red arrows point to: 1. The search box, 2. The 'Send Invites' button, and 3. The 'Remove Invite' link.

Further Support

Additional support is on hand should you require help. Contact the Technology Enhanced Learning team at elearning-support@arts.ac.uk



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