

## Connect 6: Connection Groups

### Connection Groups

A user with permissions to Connection Groups can create their own personal Connection Groups to share files and resources with other users. This works in connection with the 'Share with Groups' option within the user's My Library. It also works in connection with their News, Blog, Calendar, and Announcement consoles (if applicable).

#### To Create a Connection Group:

- Select the Create button
- Enter the name of the Group and select Save.

 Create



Add New Group:

Name: 

#### To add members to your Connection Group:

- Select the new group name
- Select the Members tab
- Select the Add button



- You will then select the User drop-down menu and choose from the list of staff. (You can also search for a staff person and then select their name.)
- Select Save to add them to the group.

 Back   Save

Add Member to Group:

User: 

Select a user

|  

Select a user

Lynn Stuckey

Jonathan Gardner