

How to set up a group in Group Manager

Creating a group

1. Go to <https://www.bath.ac.uk/groupmanager/>
2. Log in
3. Click on **Create a new group...**
4. Give it a short name and a group title.
 - The short name should be just an abbreviated name; no spaces or punctuation are allowed in the short name. It should be recognisable with relation to the group title.
 - The group title should be a description of what the list is for; almost anything can be entered here.
5. Click on **Create group** button
6. You will now be taken to your group details page, where you can add new members to your group.

Adding new members

1. Click on **Add new members...**
2. In the *Name* box, start typing the name of the person you want to add, and select them from the drop-down menu
3. Repeat step 2 until you have a list of all the people you want in your group
4. Click **Add members to group**

Removing a group from Group Manager

You can't! You would need to remove all the members except the administrator who also cannot be removed.