Groups Manager is a custom application developed in LTS in order to give group owners the ability to modify Active Directory (AD) group membership on their own.

*NOTE: These steps will only work if you have been delegated ownership of one or more Active Directory groups.*

1. Navigate to [http://groups.uwec.edu](http://groups.uwec.edu) and login. (Note: DUO MFA is required)

2. Select the desired group from the *Pick the group to manage* dropdown menu.

   *NOTE: If you are not the owner of the group you wish to modify, it will not be listed in the dropdown menu*

3. Select a task to perform (add/remove user/group, add/remove owner, generate email report).
   a. When adding a member/group or owner to the selected group, type in the username or group name.
   b. When removing a member/group or owner from the selected group, select the target member/group or owner from the *Pick a current member to remove* dropdown.

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Manage Groups You Own

*Pick the group to manage:*

- KB.OFFICE365

*Task to perform on group:*

- Add user/group to selected group

*UWEC username/group of new member*

- [Input field for username/group]

b. When removing a member/group or owner from the selected group, select the target member/group or owner from the *Pick a current member to remove* dropdown.
c. To receive an email outlining the current group members and owners, select *Generate email report* from the *Task to perform on group* dropdown.

d. You can view the current members of a group by selecting *View group membership* from the *Task to perform on group* dropdown. Afterwards, you can view the group's members by clicking the *Current group members* dropdown menu.
5. Click **Do It.**