

Services: Groups Manager

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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> 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.

University of Wisconsin-Eau Claire

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

- 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.

Manage Groups You Own

Pick the group to manage:

Task to perform on group:

Pick a current member to remove

- c. To receive an email outlining the current group members and owners, select **Generate email report** from the *Task to perform on group* dropdown.

Manage Groups You Own

Pick the group to manage:

Task to perform on group:

- 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.

Manage Groups You Own

Pick the group to manage:

INSIDER.CI.OWNERS ▾

Task to perform on group:

View group membership ▾

Current group members

PATTONBW (Patton, Bradford in LTS) ▾



5. Click **Do It**.
