Group Manager: Grant and revoke access

Last Modified on 08/04/2022 11:06 pm EDT

This article reviews the basics of using Group Manager.

What is Group Manager?

Group Manager is a tool that allows you to**add or remove** Community Members from groups that grant access to network drives and printers.

👪 Gr	oup Manager - Cjwdev.com					_		\times	
File	🛷 Group Members - Example	Group					-		×
2	Members of Exa	mple Group							
	(0 members found)				Showing:	Users, Contacts, (Groups, Cor	nputers	Edit
Mana	Name 🔺 Display Name	Email Address	Domain	Disabled	Description				
Gro 455 455 455 455 455									
	🕒 Add 😑 Remove						Export Me	mber Lis	st
	🔏 View Managers							Close	е
	Member enumeration complet	e							:
View Members									
Ready								.:	

Download and install

Group Manager can be installed via Software Center.

Grant access

Once access has been granted, the user will need tologout and login to their device to receive the

- 1. Open Group Manager
- 2. Select the Group you'd like to grant access to
- 3. Click View Members...
- 4. Click Add...
- 5. Enter the following information:
 - Member Type: User
 - Member Domain: BrynMawr.edu
 - Member Name: the College username of who you'd like to grant access
- 6. Click Add
- 7. Click OK

Revoke access

Once access has been granted, the user will need tologout and login to their device to receive the updated permissions.

- 1. Open Group Manager
- 2. Select the Group you'd like to grant access to
- 3. Click View Members...
- 4. Click the College username of who you'd like to revoke access for
- 5. Click Remove

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440 | Library and Help Desk hours Email: help@brynmawr.edu | Service catalog Location: Canaday Library 1st floor