

# Group Manager: Grant and revoke access

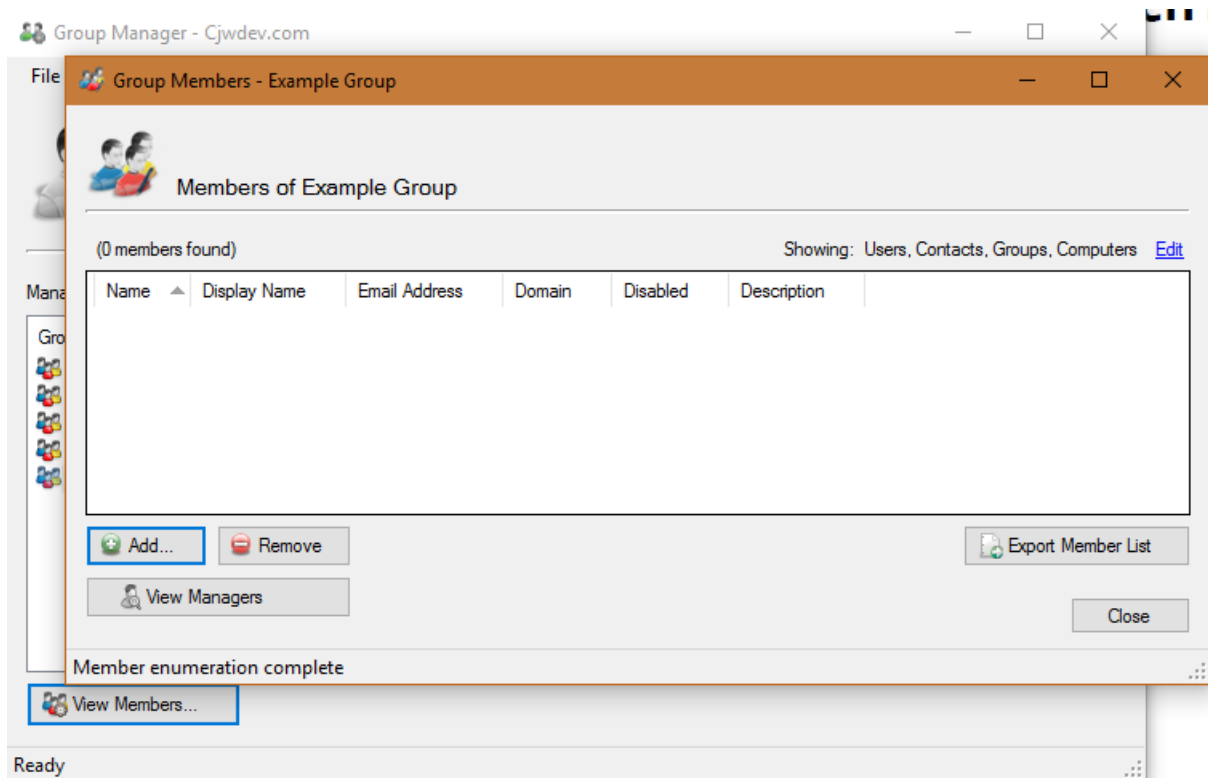
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Faculty and  
Tags: Staff

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**.



## Download and install

Group Manager is only available on Windows. LITS is actively working to find a solution for macOS users.

Group Manager can be [installed via Software Center](#).

## Grant access

Once access has been granted, the user will need **logout 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 **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 **logout 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](mailto:help@brynmawr.edu) | [Service catalog](#) 

**Location:** Canaday Library 1st floor

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