Group Manager: Grant and revoke access
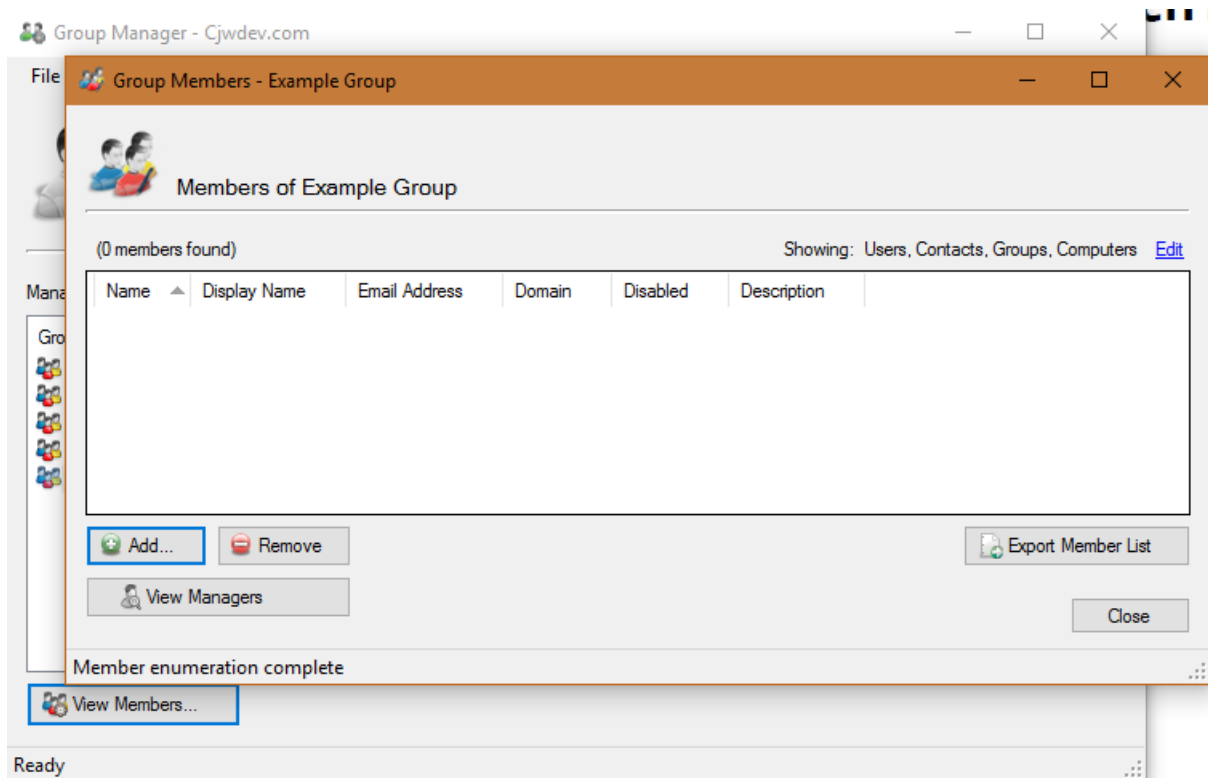
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Tags:

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 can be installed via Software Center.

Grant access

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

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**!

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