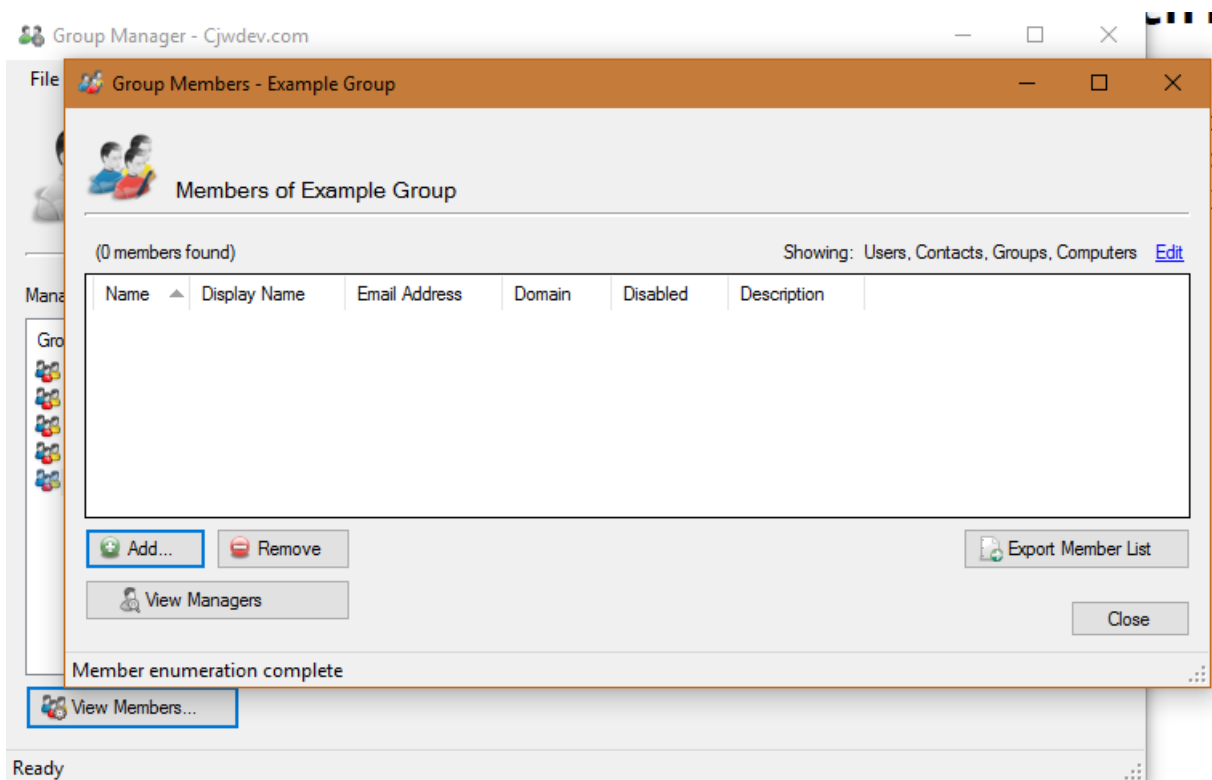# Group Manager: Grant and revoke access

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**.

Download and install

Group Manager can be installed via Software Center.

Grant access

Once access has been granted, the user will need to **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 to **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 | Service catalog⧉
Location: Canaday Library 1st floor