1. Hover over Get Involved, and click Groups in the drop-down menu.

2. To add a new group, click Add on the My Groups page.

3. In the Add New Group window, type a group name and description, then click the Add button.

4. Click your group name on the My Groups page and click the Members tab.

5. On the Members page, click the Add Members button.

6. In the Add Members window, select the appropriate names, group role types and automatic e-mail reminder subscription options, then click Add.

7. Use the drop-down in the Group Role column to modify the member’s role. The Information icon in the Group Role column lists all role permissions.

8. To delete your group members, hover over the member’s name and click the Delete icon that appears in the far-right column.
2. **SCHEDULE EVENTS ON YOUR GROUP CALENDAR:**
   Add, edit, delete and export calendar event items.

   1. On your group’s page, click Calendar on the menu bar.
   2. To add a new event item, click Add New Item on the Calendar page.
   3. Choose a title, start date, end date, location, description, work group email reminder option and reminder date, then click Add.
   4. To edit, delete or export a calendar event item, click the blue link title on the calendar.
   5. In the window that appears, do one or more of the following:
      - Click Delete to delete the calendar event item.
      - Click Add to Outlook to export the calendar event item to an Outlook calendar.
      - Click Edit to modify the calendar event item.

3. **COMMUNICATE THROUGH EMAILS:**
   Start group email campaigns.

   1. On your group’s page, click Email on the menu bar to distribute an email to your group members.
   2. Use the tools on the Email page to choose recipients, subject, message, file attachments and send date.
   3. Click Send.

   **NOTE**
   - You can only delete groups and members from groups of which you are either the Author or Delegate.
   - To delete a group you have authored, hover over the group’s name, and click the Delete icon that appears in the far-right column.
   - For more info on the email campaigns in JSS, see the JSS **Creating Email Campaigns** quick start guide.