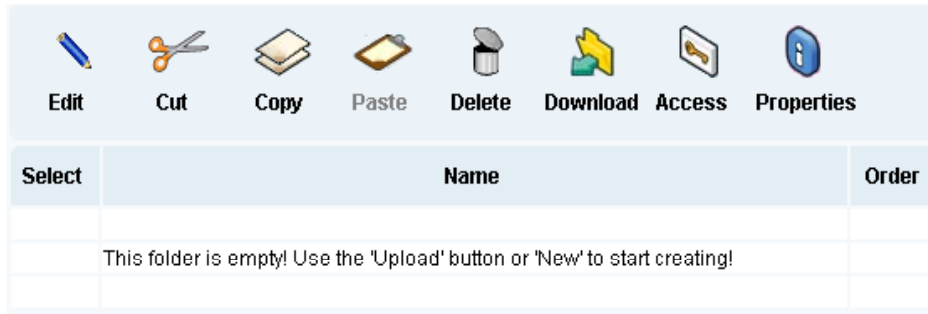
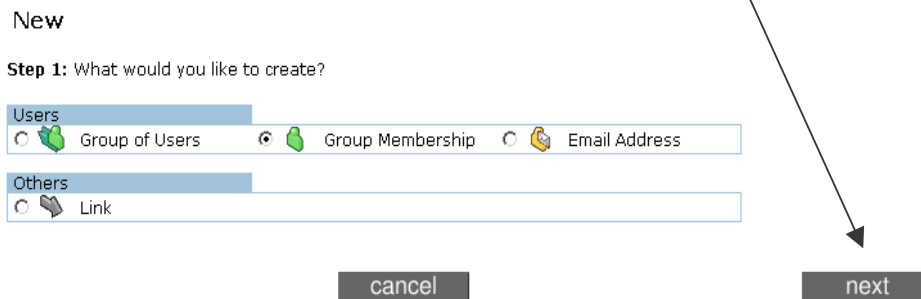


Adding New Users to the Groups Folders

1. Click on the name of the group folder that you just created, eg staff. This will open the folder:



2. Click on  New, select 'group membership' and click 'next'.



3. Type in the username in the space provided, ensuring you spell the username correctly. Click 'done' to complete the process.

