

Manage group members

Review requests, the member list, roles and invitations from the group's Members tab.

7 min · Available with the Manage group members permission · 2026-09-21

Before you begin

- ✓ Open an active group within your scope.
- ✓ Confirm who should join the group and what access level they need.

1 STEP 1 OF 4 · 1 MIN

Check the group

Open Groups and select the correct group. The header shows the member count; the indicator on the Members tab marks any pending requests.

You need Manage group members in the scope of an active group.

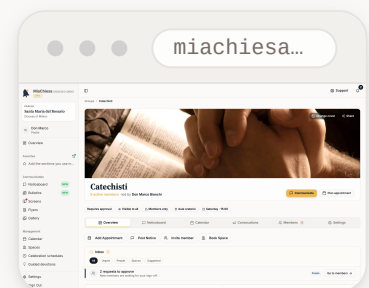


Fig. 1 The counter on Members shows that requests are waiting for review.

2 STEP 2 OF 4 · 2 MIN

Review requests and members

Select Members. Join requests shows the name, date, message and Approve or Reject, which change the status immediately: check the person before choosing.

Filter Active members by All, Active, New or Inactive. Export downloads the filtered CSV.

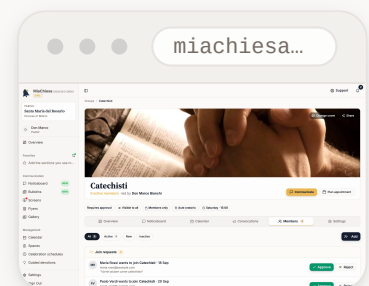


Fig. 2 Requests requiring a decision remain separate from the filterable member list.

3

STEP 3 OF 4 · 2 MIN

Prepare a new addition

Select Add, choose the role and search at least two characters of the name or email. Someone already in the group or with a pending request cannot be selected again.

Choose suggested people or enter the email of someone without an account; the role applies to both methods. Only the corresponding button adds or invites: the figure sends nothing.

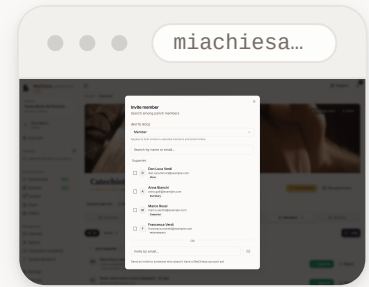


Fig. 3 The window is ready for a role and recipients, but the capture does not add anyone or send an email.

4

STEP 4 OF 4 · 2 MIN

Update an existing member

The selector in a row changes the role immediately; options depend on your access and the affected role.

To remove someone, choose Remove from group in the row menu and read the confirmation. If you remove or lower the group leader's role, assign that reference again.

What you have achieved

- ✓ Requests and members are managed from one tab with distinct states.
- ✓ Confirmed role changes, additions and removals appear in the refreshed list.