

Groups allow individuals and organizations to easily communicate using powerful, simple tools. Each group gets an instant homepage where members can access a wide variety of information — no web design or special coding experience needed.

Join a Group!

1. Click on the Groups icon in the upper right corner of any BengalWeb page.
2. Click on the **Groups Index** tab or link.
3. Click on a category to see the groups within that category, or do a search in the Group Search window.
4. Choose a Group name to open the Group Guest View page.
5. Click the **Join Group** box. Read the policy and check the box, then click **Join**.

Note: Some groups have public memberships — anyone can join. However, some have restricted membership and require review by the Group leader.

Start a Group!

All groups are subject to ISU's rules governing groups and must be approved before they will be created. Once your group has been approved you can fill in the Group's page with the information your group will want. To begin, click on the **Request Group** tab, and then fill in the required information. Click on **Submit Request** when you are done. You will be notified when your group has been approved.

Group Features

- Announcements — Click on the heading to read the full announcement. Announcements posted here are also posted on the Personal Announcements channel of all group members.
- News — Provides news articles or allows members to submit them for publication.
- Message Board — Lists current topics being discussed by the group and allows you to join the conversation.
- Featured Photo — Displays featured photo and lets you view or submit additional photos.
- Sub-Groups — Lists sub-groups and allows you to access them.
- Links — Provides links to other sites that might be of interest to group members.
- Files — Provides a place to post files to share with group members.
- Calendar — Post what is happening when & where for all group members to see; link this calendar to your personal BengalWeb Calendar. *OR – after Gmail conversion, use Gmail calendars instead. They're more powerful!*
- Members — A list of all the group's members.

As the Group Leader, you will manage your group by using the **Content Tools** section on the left. Be sure to check this often so that submissions by group members are attended to quickly.

For more complicated activities in Groups, download the **Group Leader Guide**. You can find the link to this guide by opening any of the Content Tools on the left. A management page will open. Towards the bottom you will find a grey box with the heading “Just Getting Started?” Click on the link in that box to pull up the full-length guide (130 pages).