

HOW TO JOIN AND PARTICIPATE IN A GROUP

As a member of a group, you may submit files, news, photos, Web links, participate in discussion forums, send e-mail and have chats with other members of your particular group.

TO JOIN A SPECIFIC GROUP ON *NEIUport*:

Log into the portal.

Click on the Groups icon in the upper right hand corner:



When you access the Groups application, you will see three tabs: My Groups, Group Index, and Request Group.

Click on Groups Index.



The Groups Index tab shows a list of all existing groups currently available on *NEIUport*. Groups are categorized into subgroups, such as Administrative Groups, Employee Groups, Student Groups, etc.

To Join a Group:

- **CLICK** on the category that your group is in, (Blue Hexagon)
- Find your group and **CLICK** on it.
- **CLICK** on the button, **Join Group**. Membership to a Public Group will occur immediately. Membership to a Restricted Group needs to be approved by the Group Leader.

PARTICIPATING IN A GROUP ON NEIUport:

**Please Note: Public Group postings will occur immediately.
Restricted Group postings need to be approved by the owner of the
Group, (the Group Leader).**

The following Group Tools **may or may not be available** to all group members:

Homepage	Quickly returns you to the group homepage
Announcements	Allows you to compose and send an announcement to group members. Announcements will appear in the Personal Announcements section of the “MyNEIU” tab. The announcement will only appear to other members of your group.
News	Allows you to read articles that have been submitted and approved; allows you to submit articles for posting.
Photos	Allows you to view all photos that have been submitted and approved; allows you to submit photos for posting.
Links	Allows you to view all Web links that have been submitted and approved; allows you to submit Web links for posting.
Files	Allows you to view/download files that have been submitted and approved; allows to you submit files for posting.
Message Board	Allows you to enter a dedicated message board where you can read and post topics, messages and replies.
Calendar	Allows you to access the Group calendar, and post upcoming events.
E-mail	Allows you to send e-mail to an individual member of the group, several members of the group, or the whole group.
Chat	A place where you can chat “real time” with other members of your group. Similar to an online chat room.
Members	Allows you to see all of the members of the group.