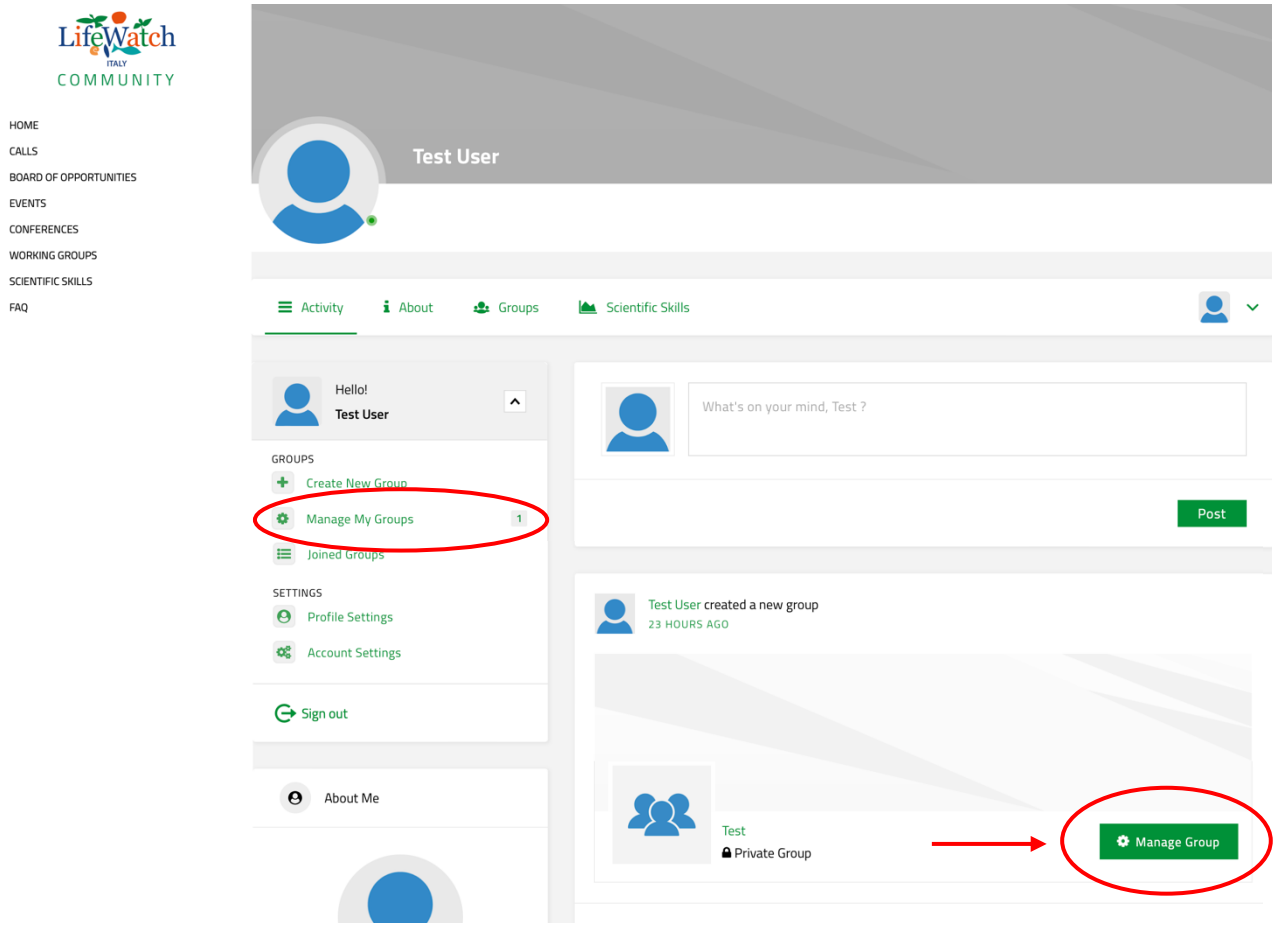
Manage a Working Group

Once your working group is approved in the Community, you as the group administrator will be able to manage it, to personalize group settings, and to invite and accept members.

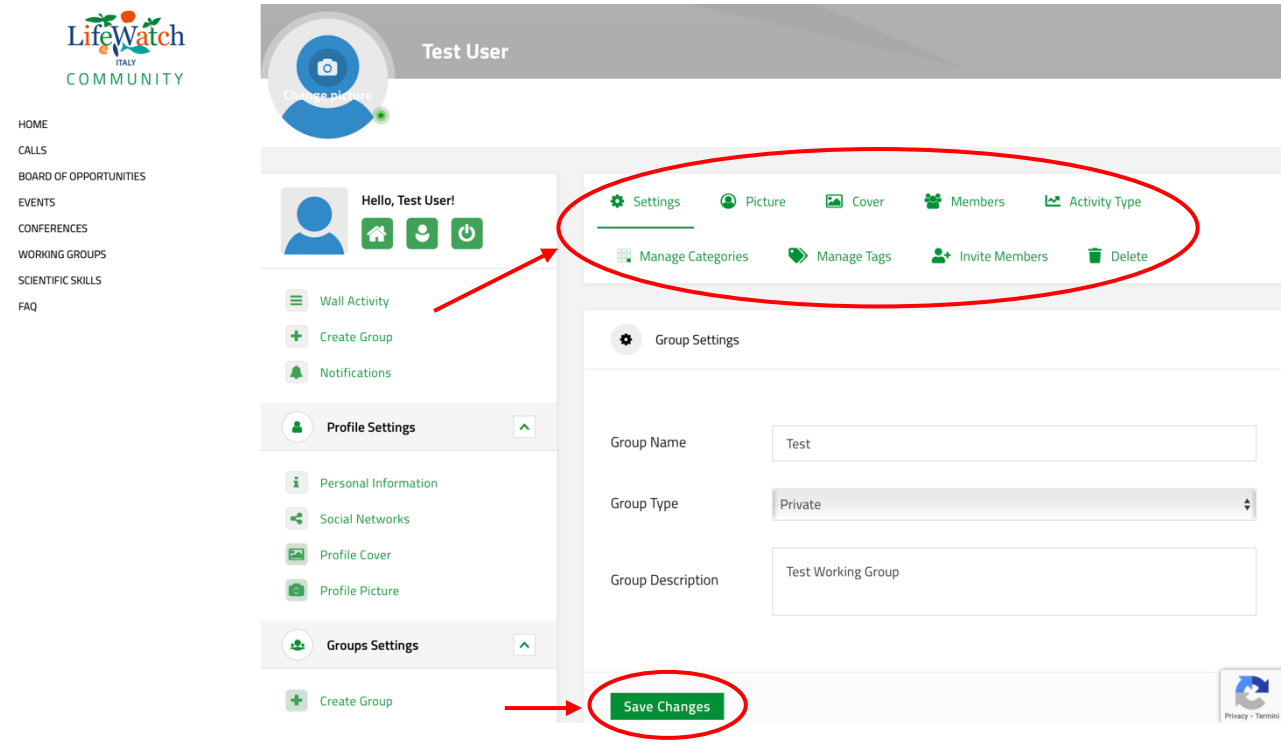
All these actions can be performed via your profile page. To access your profile page, you must **click on your account name** visible, when logged in, at the top right-hand corner of the screen.



The **profile page** looks as follows and **includes a Manage My Groups section**. Select the working group you want to manage (you may have more than one group) and **click on Manage Group** to open the relevant group page and be able to perform all actions mentioned above.



The **Manage Group page** looks as follows and **includes a number of buttons to perform all actions** mentioned above.

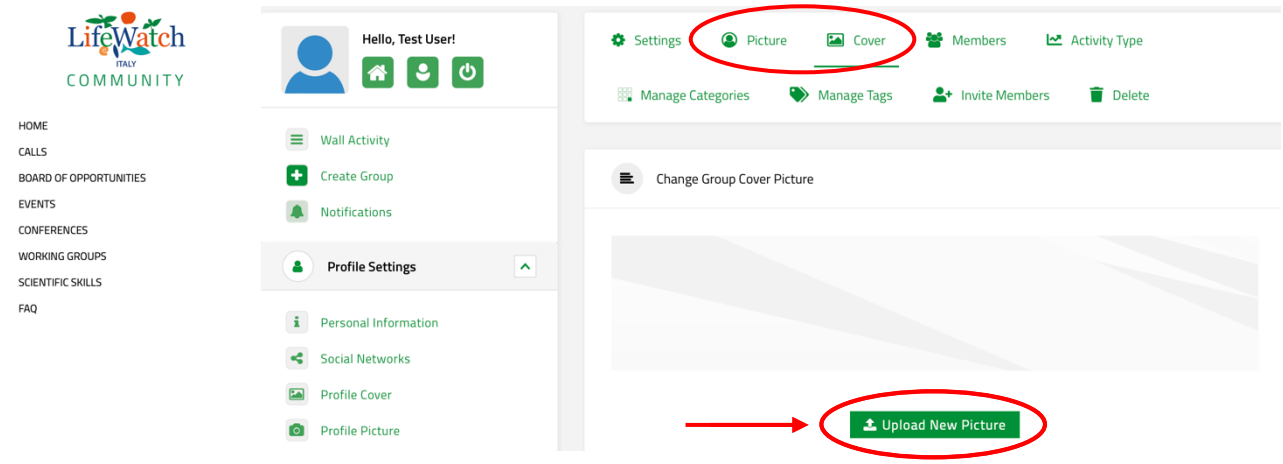


A. Edit Working Group settings and appearance

1. In the Manage Group page, there are a series of settings and elements that you can adjust to your liking in order to personalise your working group. Under Settings, you can **change the group name, group type and group description**. **Click on Save Changes** when done.

N.B. If your group is set as public, any Community member can join it. If on the other end, your group is set as private or secret, you as the group administrator will have to invite members and/or approve other Community members' requests to join the working group.

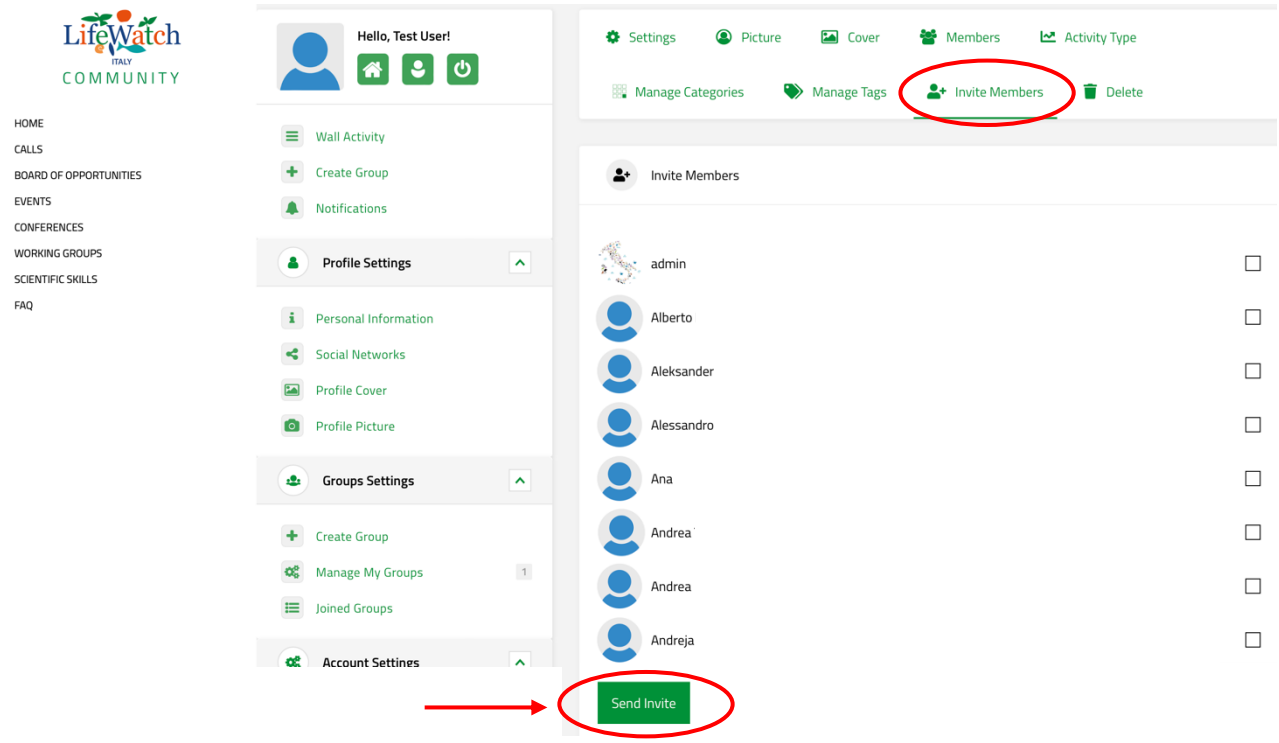
2. In the Manage Group page, you can also personalise your working group changing group picture and group cover image. To do so, **click on Picture and/or Cover and upload a new picture**.



B. Invite members to the Working Group

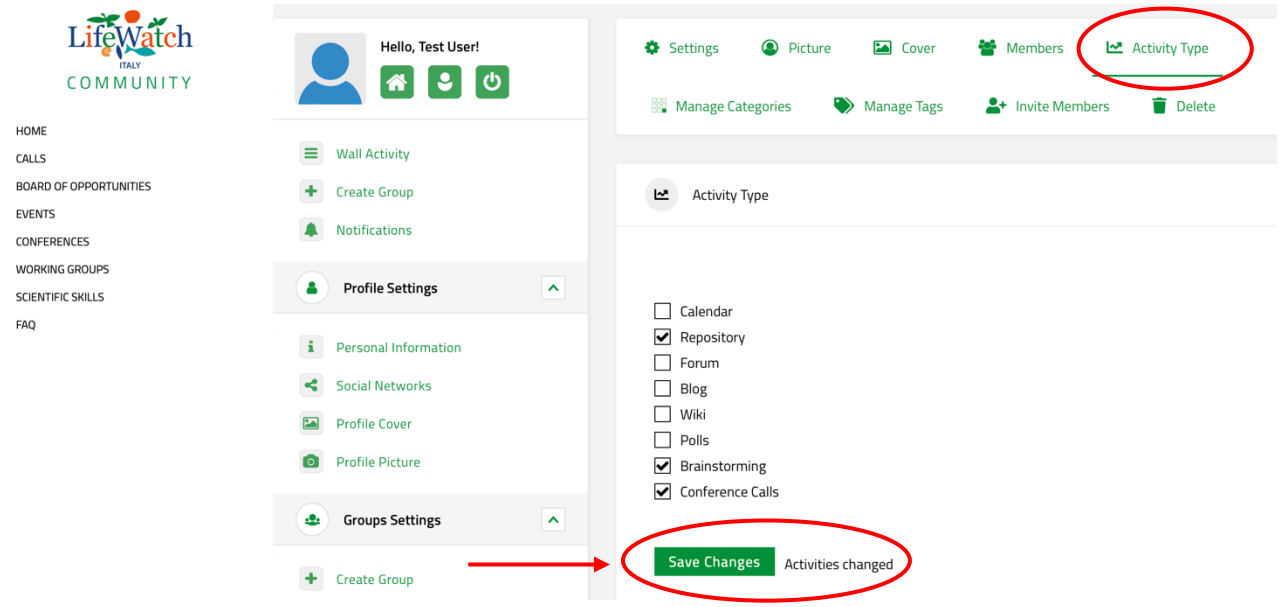
To invite Community members to join your group, **click on Invite Members** and select the desired members before **clicking Send Invite**.

N.B. Once approved, all group members will be able to add posts in the group without any further approval from the administrator.



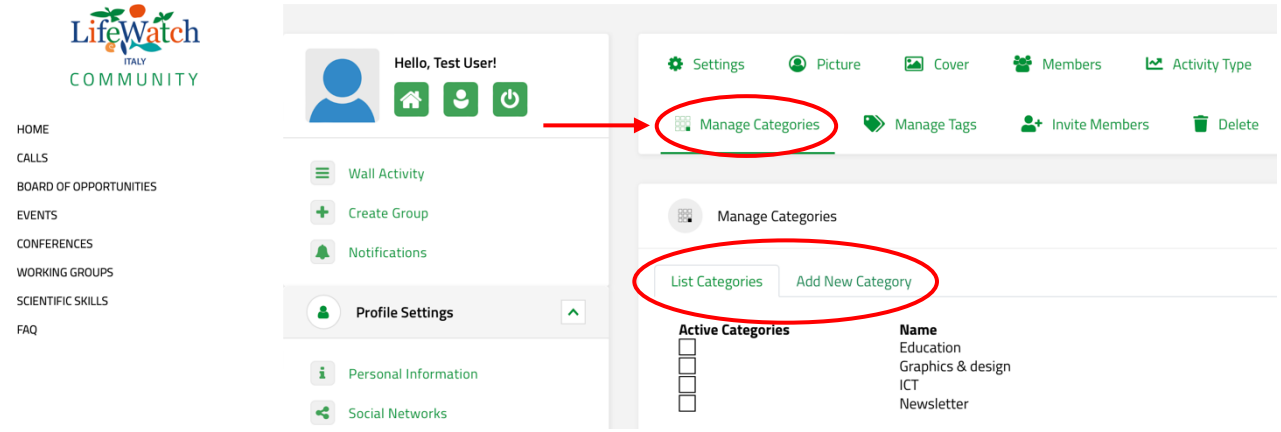
C. Activate group functionalities

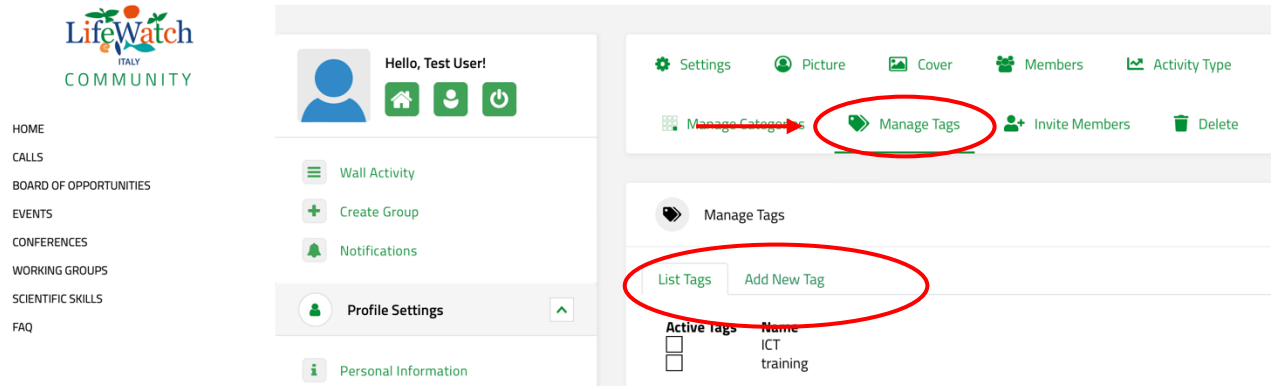
To activate the desired group functionalities that can foster your interaction with other group members **Click on Activity Type**. Choose among calendar, repository, forum, blog, wiki, polls, brainstorming and conference calls and then **click on Save Changes** after selection.



D. Add working group Categories and Tags

In order to help members to find your group you can select Categories and Tags and facilitate the working group search and findability. **Click on Manage Categories and/or Manage Tags and select an existing Category/Tag name. You can also create a new one if you would like to do so.**





E. Delete working group

Finally, you also have the option to **Delete your working group**. This action is irreversible and will remove all contents associated with the working group.

