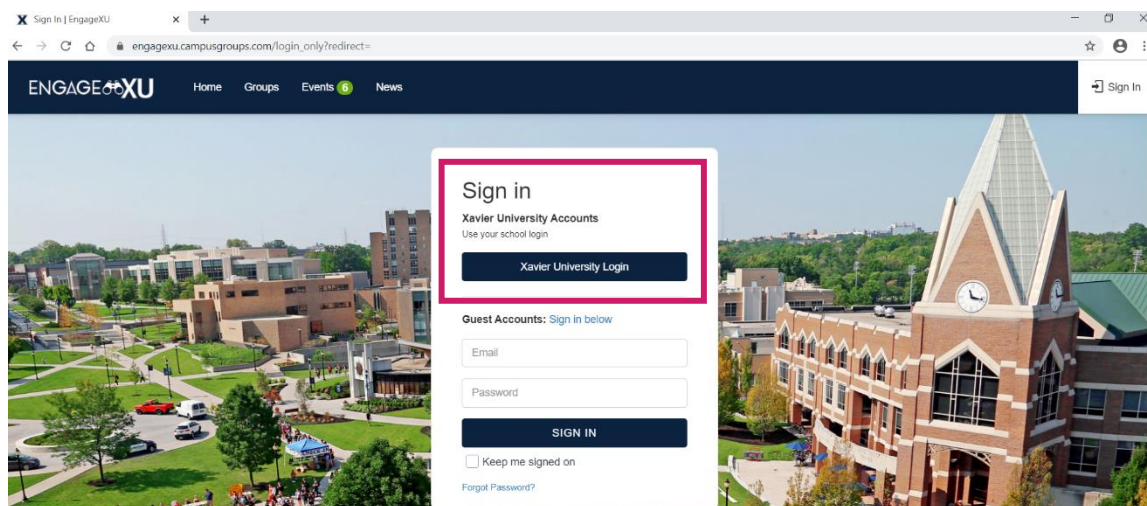# ADDING MEMBERS TO YOUR GROUP

1. Go to **xavier.edu/engagexu** and click on **Sign In**.

Click on the **Xavier University Login** button and use Xavier credentials to log in.
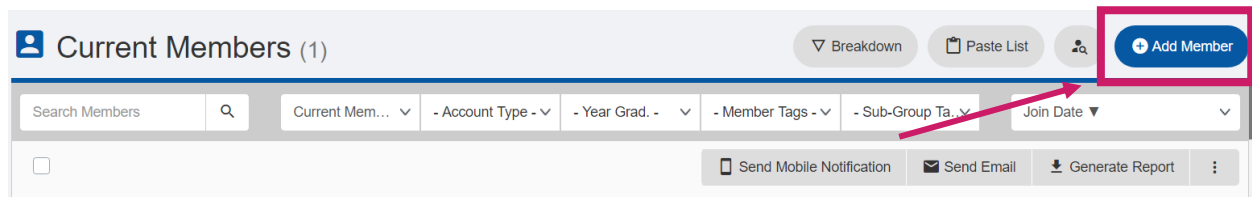

2. Click on the **Groups** icon in the top toolbar (looks like a cluster of three people).

Search and select from your groups. You must be a group officer to add members.

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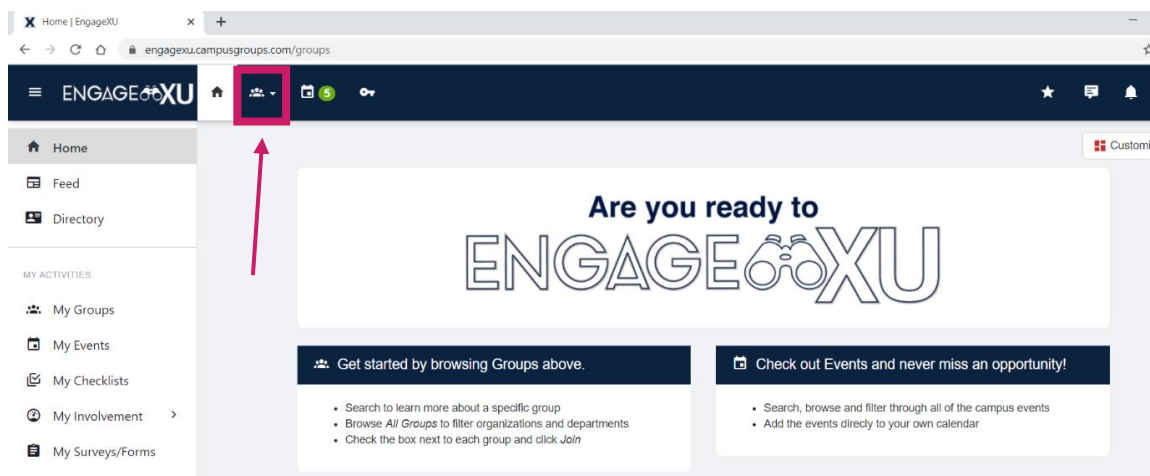
3. On your group's left **Dashboard**, click on **Members** tab.
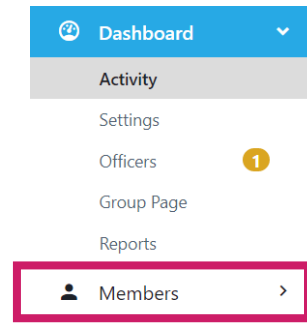
4. Select **+ Add Member** on the upper right-hand corner of the Members page.

5. You may either lookup individual Xavier users by their name or email in the search bar, or you can paste an entire series of email addresses from an existing club roster under the **Paste Emails** feature.

If you want each new user to be notified that they have joined the group, click **the box next to notify each new member by email**. When you have added everyone, click on **Add** to be finished.