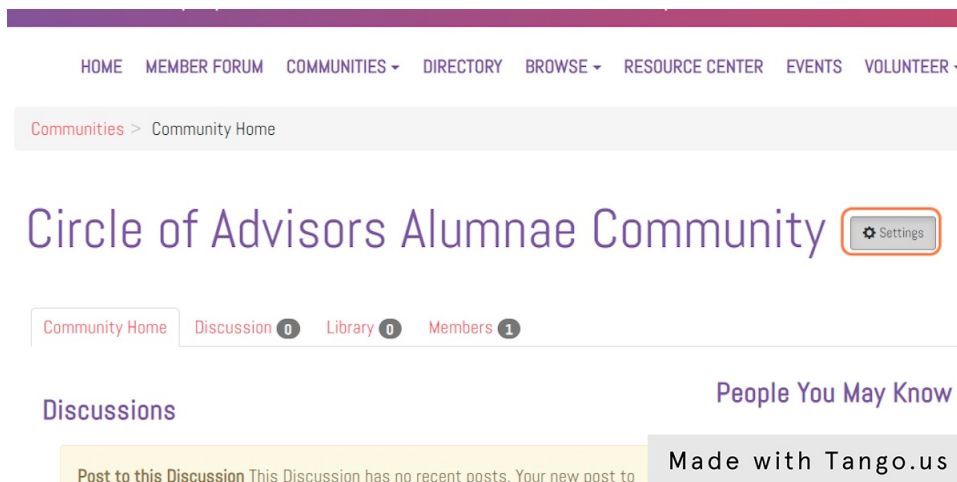


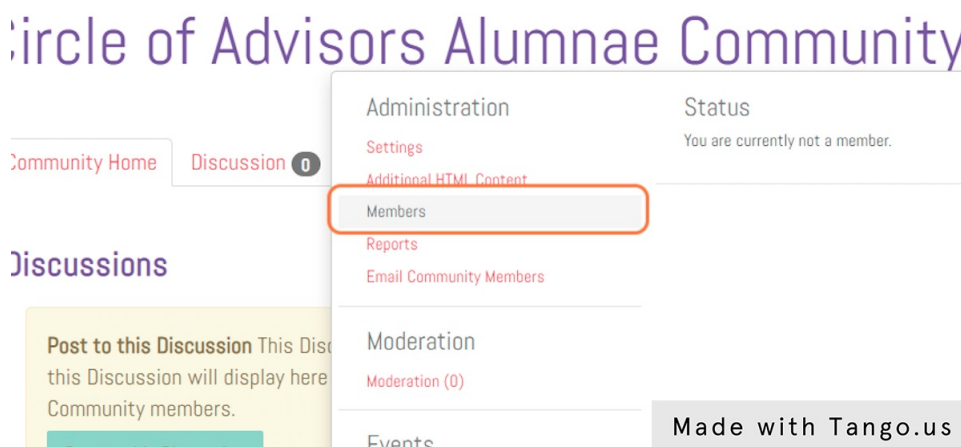
# How to manually add members to a community

Last Modified on 03/29/2023 2:26 pm EDT

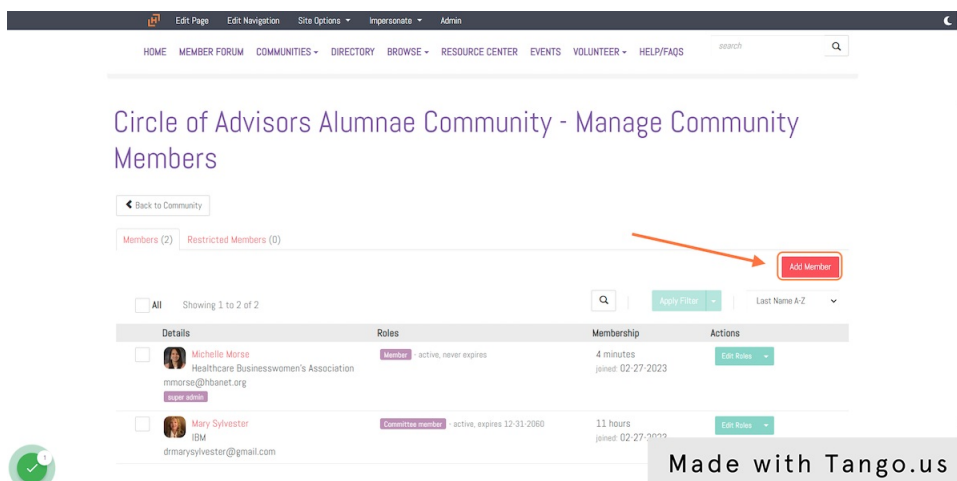
## 1. Click on "Settings" from community home



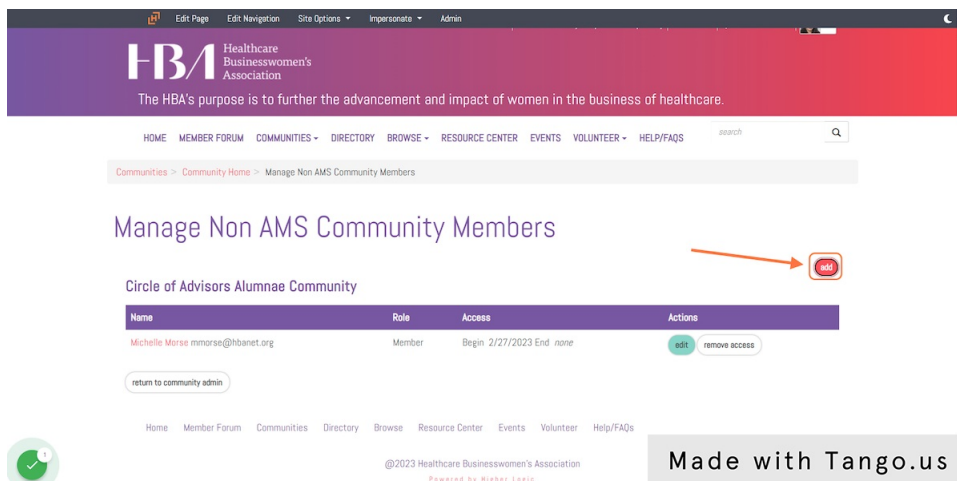
## 2. Click on Members



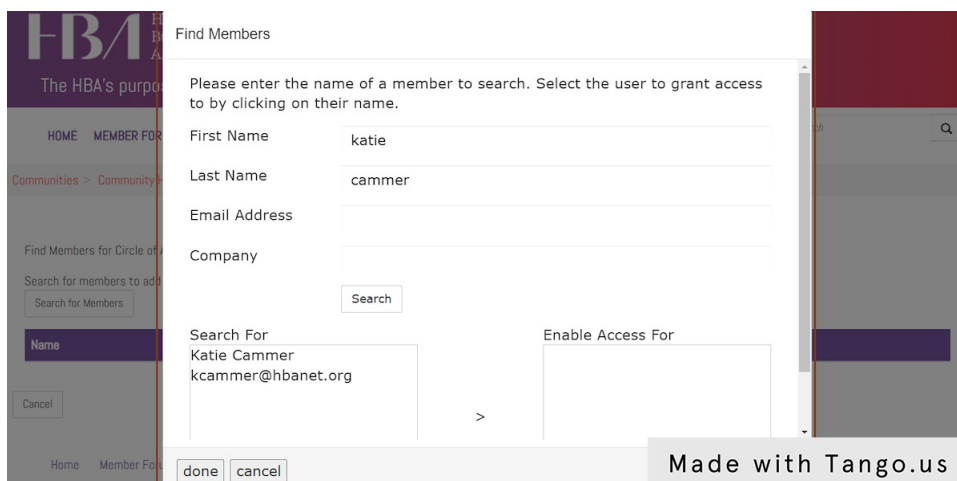
## 3. Click on Add Member



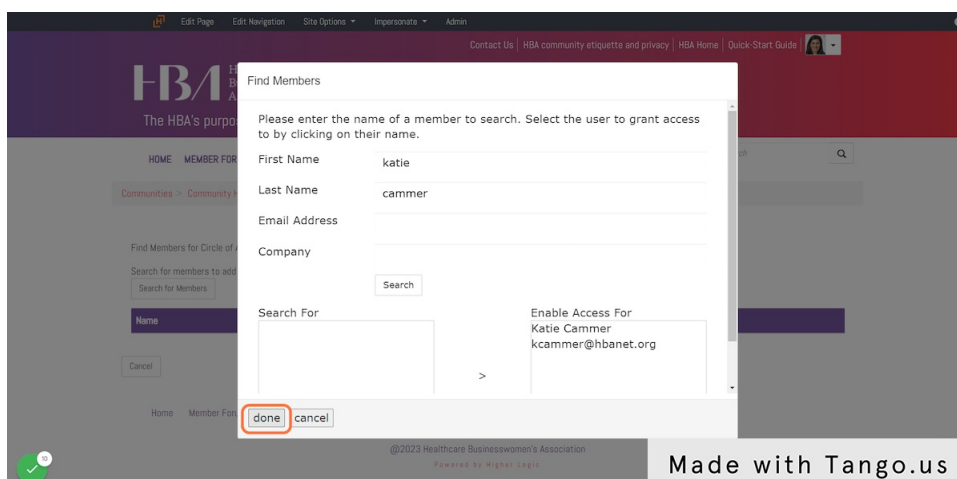
## 4. Click on "add:



5. In the pop-up window, search for the member by either first/last name or email address. They should appear in the "search for" window at the bottom left.



6. Double-click their name at the bottom left; they'll be moved to "enable access for." Click "done"



7. Click on add to access list

Name	Role
Katie Cammer	Member

[Cancel](#)
[add to access list](#)



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8. Click on "return to community admin"

## Circle of Advisors Alumnae Community

Name	Role
Katie Cammer kcammer@hbanet.org	Me
Michelle Morse mmorse@hbanet.org	Me

[return to community admin](#)



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*This Workflow was created with Tango.*