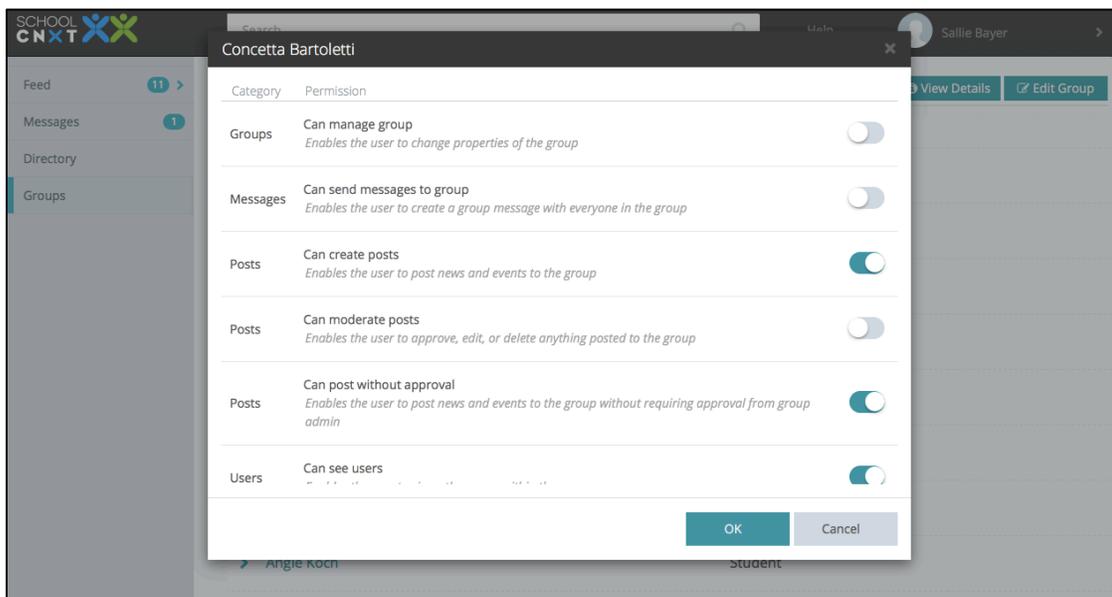


**Editing group permissions will let you give privileges to certain members of a group you own. Changing these permissions will only affect the user for the group you are currently editing.**

1. On the web app, go to *Groups* on the menu bar on the left.
2. For a group of which you are the owner (indicated by the flag icon), hover over the gear to the right of the group name. Select *Manage Members*.
3. Hover over the name of the user whose permissions you want to edit. Click on the cog icon on the right.
4. Select *Edit Permissions*.
5. Toggle the buttons for any of the following permissions for the desired user(s). It will turn teal when the permission has been turned on.
  - *Can Manage Group*: This will allow the user to see the same administrative features as the owner, such as seeing the dashboard on the Details page for the app, resend invitations to the entire group, and access *View Member Activity*.
  - *Can Send Messages to Group*: This permission allows the user to initiate a group message to this group.
  - *Can Create Posts*: This allows a user to create posts (news item and events) that will then be sent for approval before being published.
  - *Can Moderate Posts*: The users who have this permission can approve posts that have been sent for approval.
  - *Can Post Without Approval*: This will allow users to publish posts immediately without needing them to be approved.
  - *Can See Users*: Turning this on will allow the user to see who else is in the group.
6. Click *OK*.



**You can also change the permissions for multiple users at once.**

1. On the web app, go to *Groups* on the menu bar on the left.
2. For a group of which you are the owner (indicated by the flag icon), hover over the gear to the right of the group name. Select *Manage Members*.
3. Click on the grey *Edit Permissions* button (indicated by the lock icon).
4. You will see all users of the group listed in the first column, then six columns defined by various permissions.
  - *Can Manage Group*: This will allow the user to see the same administrative features as the owner, such as seeing the dashboard on the Details page for the app, resend invitations to the entire group, and access *View Member Activity*.
  - *Can Send Messages to Group*: This permission allows the user to initiate a group message to this group.
  - *Can Create Posts*: This allows a user to create posts (news item and events) that will then be sent for approval before being published.
  - *Can Moderate Posts*: The users who have this permission can approve posts that have been sent for approval.
  - *Can Post Without Approval*: This will allow users to publish posts immediately without needing them to be approved.
  - *Can See Users*: Turning this on will allow the user to see who else is in the group.
5. Toggle the buttons for each permission for the desired user(s). It will turn teal when the permission has been turned on.
6. Click *OK*.

