




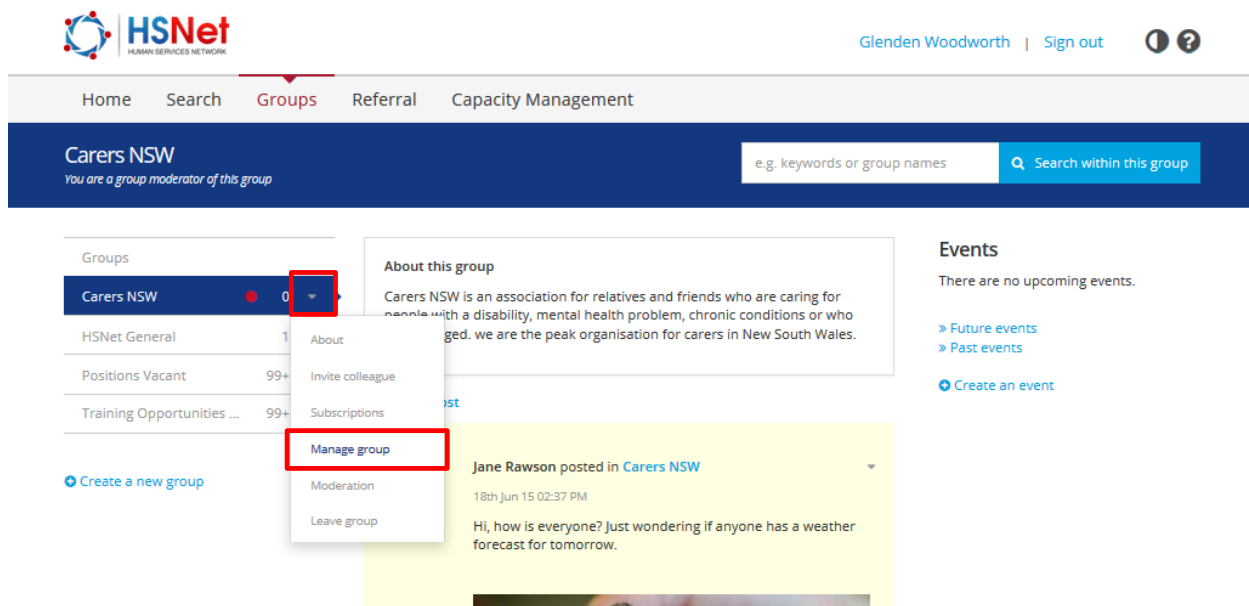
## Manage existing group members - quick reference guide

Group moderators can manage existing members of the group in the **Manage group** area. Moderators can change member access type, remove or block a user from the group.

To manage the group members, log on to the HSNet website [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au) and access the **Groups** area.

*Follow these steps to change members access, remove or block a user from the group:*

1. Click on dropdown menu icon  next to the group name and select **Manage group**.



2. A list of group members is displayed or you can search for members by **name**, **email address** or **organisation** using the search bar. There are multiple actions you can perform from the **Group Members** tab.

**Carers NSW***You are a group moderator of this group*

e.g. keywords or group names

## Groups

**Carers NSW** 0

HSNet General 1

Positions Vacant 99+

Training Opportunities ... 99+

[Create a new group](#)**Members of this Group**

Search for members

Name, email address or organisation

 **Group Members**

Group Moderators

Pending Members

Blocked Members

Name And Surname	E-mail Address	Organisation	Organisation Position
Jane Rawson	<a href="mailto:jrawson@infoxchange.org.au">jrawson@infoxchange.org.au</a>		
glenden woodworth	<a href="mailto:glendenw+1@infoxchange.net.au">glendenw+1@infoxchange.net.au</a>		

**Actions**[Add to group moderators](#) |  
[Remove from this group](#)  
| [Block from this group](#)

3. Find the member name and in the corresponding **Actions** column, select one of the actions available.

Action	Description
<b>Add to group moderator</b>	Promotes the user to a group moderator. The user will be able to: <ul style="list-style-type: none"> <li>• manage existing group members</li> <li>• accept and reject new group member requests</li> <li>• feature a post</li> </ul>
<b>Remove from this group</b>	Removes the user's access to the group. The user will no longer be able to view content from the group.
<b>Block from this group</b>	Removes the user from the group and prevents them from requesting access in the future.

4. To view filtered members list for group moderators, pending members or blocked members, click on the appropriate tab.

<a href="#">Group Members</a> <a href="#">Group Moderators</a> <a href="#">Pending Members</a> <a href="#">Blocked Members</a>				
Name And Surname	E-mail Address	Organisation	Organisation Position	Actions
Jane Rawson	<a href="mailto:jrawson@infoxchange.org.au">jrawson@infoxchange.org.au</a>			<a href="#">Add to group moderators</a>   <a href="#">Remove from this group</a>   <a href="#">Block from this group</a>
glenden woodworth	<a href="mailto:glendenw+1@infoxchange.net.au">glendenw+1@infoxchange.net.au</a>			