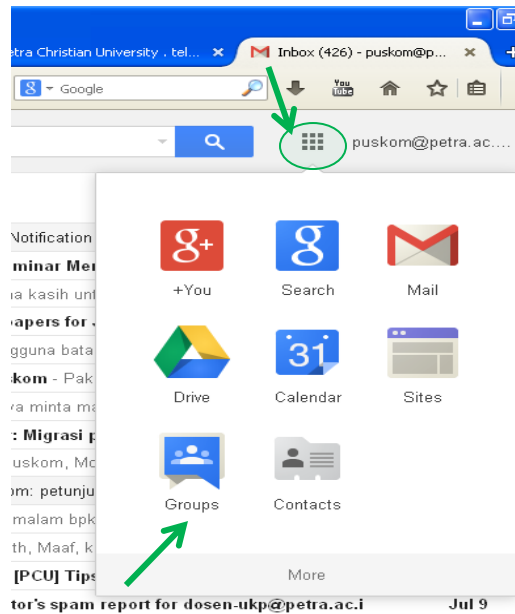
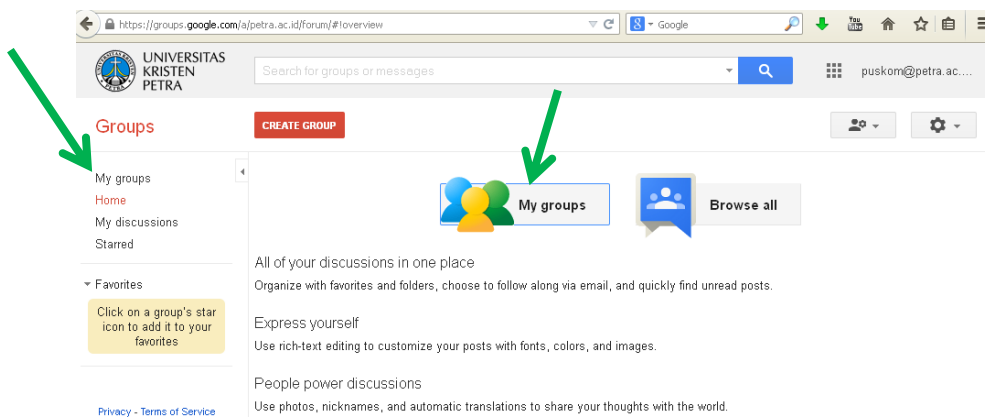


PANDUAN MENGELOLA GROUP

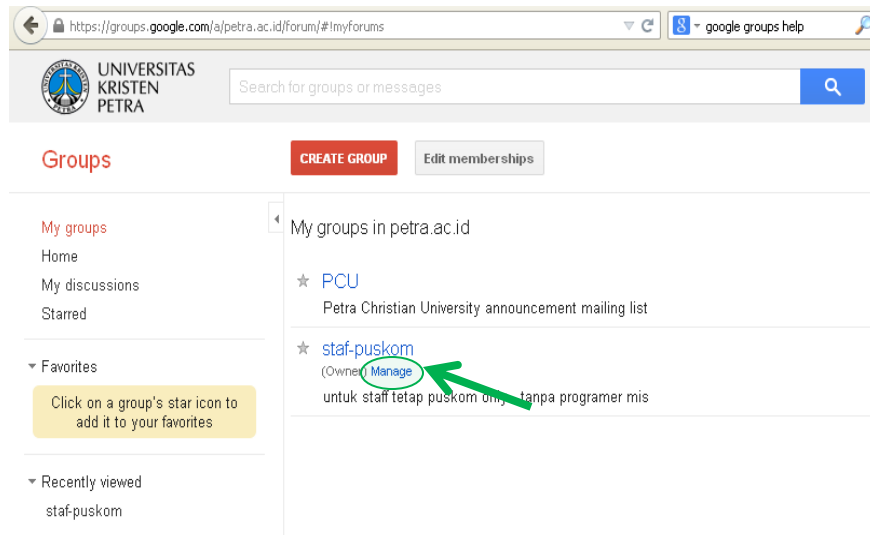
1. Setelah Login, masuk ke fasilitas **Groups**
 - Klik ikon “kotak-kotak”
 - Klik ‘Groups’



2. Klik ‘My Groups’



3. Pilih Group yang akan diatur dan klik **'Manage'**
Fasilitas *manage* hanya dimiliki oleh *user* dengan *role* sebagai **owner** dan **manager**



Data anggota group akan ditampilkan.

Menambah Anggota

The screenshot shows the Google Groups interface for the group 'puskom-alias'. The left sidebar contains a menu with 'Direct add members' circled in blue and a green arrow pointing to it. The main area displays a table of 6 members with columns for checkboxes, display names, roles, emails, delivery preferences, join dates, and posting permissions.

<input type="checkbox"/>	Display name	Role	Email	Delivery	Joined	Posting
<input type="checkbox"/>	justin	Member	justin@petra.ac.id	All email	Jun 20	Not allowed
<input type="checkbox"/>	lamidjan	Member	lamidjan@petra.ac.id	All email	Jun 20	Not allowed
<input type="checkbox"/>	leow	Member	leow@petra.ac.id	All email	Jun 20	Not allowed
<input type="checkbox"/>	mery	Member	mery@petra.ac.id	All email	Jun 20	Not allowed
<input type="checkbox"/>	puskom	Owner	puskom@petra.ac.id	All email	Jun 20	Allowed
<input type="checkbox"/>	theresia	Member	theresia@petra.ac.id	All email	Jun 20	Not allowed

- Klik 'Direct Add Members'
 - a. Isikan alamat e-mail anggota yang akan ditambahkan
 - b. Isikan 'welcome message'
 - c. Pilih opsi cara menerima e-mail untuk anggota tsb. (default: *All e-mail: send each message as it arrives*)
 - d. Klik Add

The screenshot shows the 'Direct add members' form. A yellow warning banner is at the top. Below it are fields for 'Enter email addresses to add as members', 'Write a welcome message', and 'Email subscription options'. The 'All Email' option is selected. Green arrows and labels (a, b, c, d) indicate the steps: (a) points to the 'Add' button, (b) points to the email input field, (c) points to the 'All Email' radio button, and (d) points to the 'Add' button again.

Menghapus Anggota dan Pilihan Lain

- Pilih (centang) anggota yang dimaksud → tombol menu 'Actions' akan aktif
- Pilih tindakan yang akan diambil

The screenshot shows the group management interface for 'puskom-alias'. The 'Actions' menu is open, and the member 'theresia' is selected. The interface includes a search bar, navigation tabs, and a list of members with their roles and permissions.

Display name	Role	Joined	Posting
<input type="checkbox"/> justin	Member	Jun 20	Not allowed
<input type="checkbox"/> lamidjan	Member	Jun 20	Not allowed
<input type="checkbox"/> leow	Member	Jun 20	Not allowed
<input type="checkbox"/> mery	Member	Jun 20	Not allowed
<input type="checkbox"/> puskom	Owner	Jun 20	Allowed
<input checked="" type="checkbox"/> theresia	Member	Jun 20	Not allowed
