

## Add Members to Group



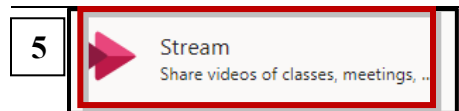
1. Go to <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**



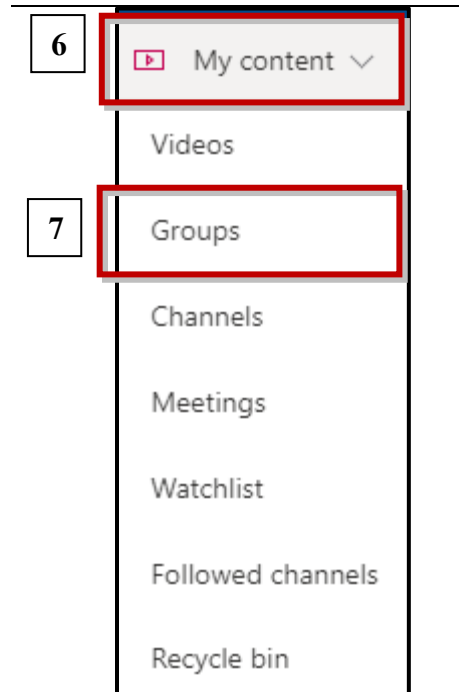
3. Click **Office 365**



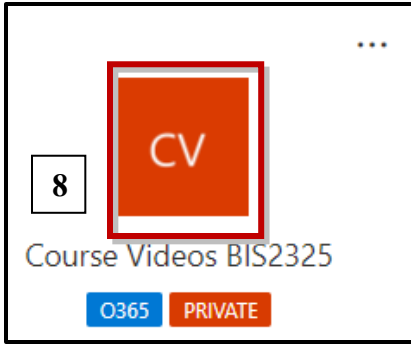
4. Click **All Apps**



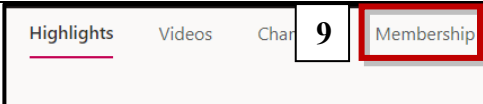
5. Locate and click **Stream**



6. When Stream opens, click **My Content**
7. Click **Groups**



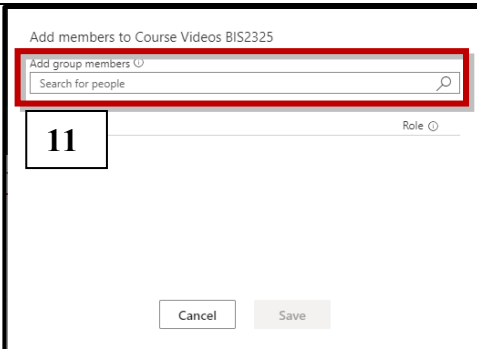
8. Locate and click your **group**



9. When the group opens, click **Membership**

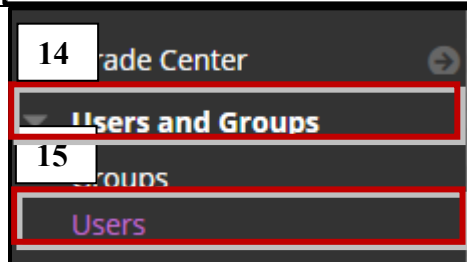


10. On the right side of the application, locate and click **Add member**

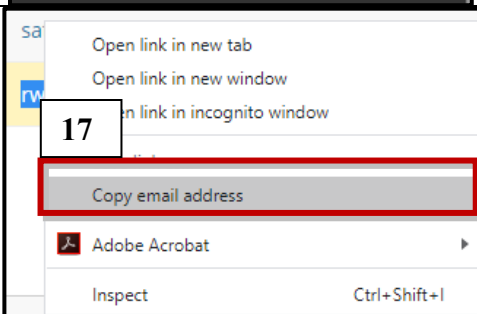


11. Type each group member's email address into the **search for people** window

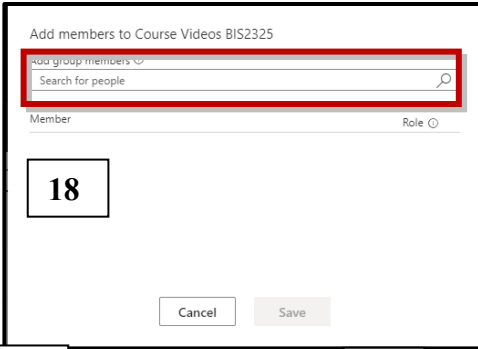
*There is a shortcut that will make adding student's names easier. To use it, go to **step 12**, if not, skip to **step 19***



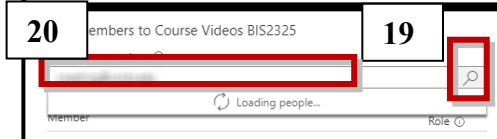
12. Open *Blackboard*  
13. Open your *Blackboard Course*  
14. On the *course menu*, locate **Users and Groups**  
15. Click **Users**



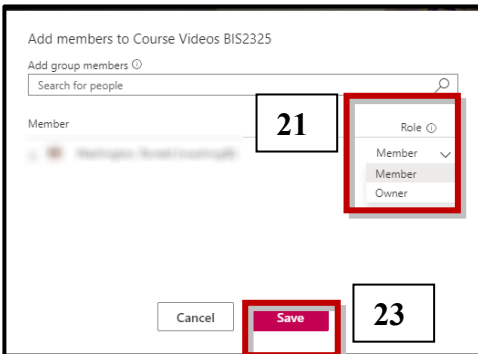
16. In the *email* column, choose a **student email address** and *right-click* on it  
17. Click **Copy email address**



18. Return to Stream and *Paste* the email address into the **search for people** window



19. Click the **Search magnifying glass**  
20. When the search returns the *students email*, click **the email address** to confirm the choice



21. The default role is member, click the **drop-down arrow** to change the role. *Note that member is the preferred choice for students*  
22. Repeat **steps 12 – 18** to add additional students  
23. Click **Save**