Best method for adding users to a SharePoint group

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[ Perkins Oversight Committee used in this demonstration ]

Step One: Login to the site, click “Site Actions” then “Site Permissions”

Step Two: Click on the group to which you need to add members
Step Three: Click the drop-down arrow next to “New” and click “Add Users”

Step Four: Type in names and press enter to check them, or click the book icon to search for names

(Optional Search Step:
1. Type a search term and press enter,
2. Double-click the appropriate result,
3. Result appears in the “Add ->” field,
4. Click ‘OK’

(Note: The following step only appears if you click the book icon to search for users)
Step Five: Selected user appears in the “Users/Groups:” field, click “OK”

Step Six: New user has been added to the group, you’re done!