

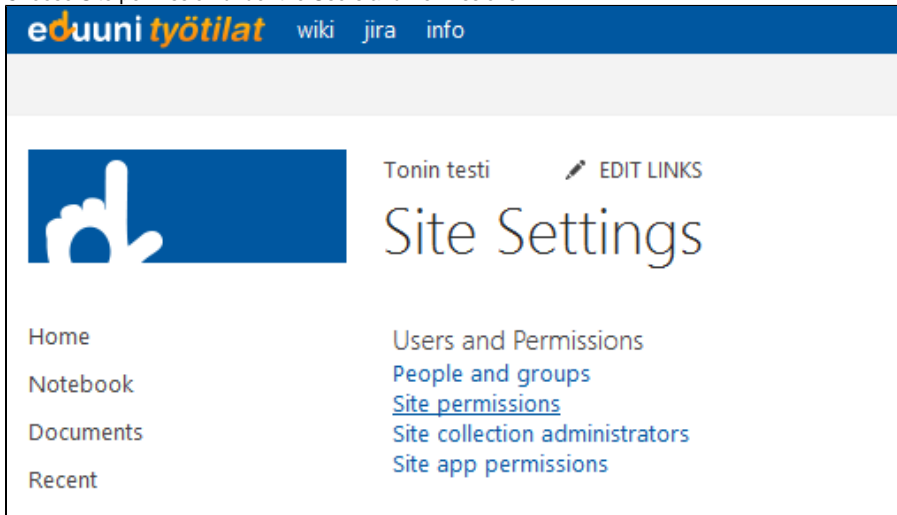
Create #group

In Eduuni-workspaces you can create #group, to which you can give access rights in another workspace or service for example Eduuni-Wiki. #group is created by adding #-character in the beginning of the group name.

Create #group (suomeksi)

Create new #group

1. Go to the site settings
2. Choose Site permission under the Users and Permissions.



3. Select Create Group from toolbar.



4. Give a name to the group. Name has to start with #-character, for example #it department.
5. Specify Group owner, for example Group Admins.
6. Change also other settings if needed.

7. Select Create button to create group.

People and Groups • Create Group ⓘ

Name and About Me Description
Type a name and description for the group.

Name:

About Me:

[Click for help about adding HTML formatting.](#)

Owner
The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

Group owner:

Group Settings
Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

Who can view the membership of the group?
☒ Group Members ☐ Everyone

Who can edit the membership of the group?
☒ Group Owner ☐ Group Members

Membership Requests
Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Allow requests to join/leave this group?
☐ Yes ☒ No

Auto-accept requests?
☐ Yes ☒ No

Send membership requests to the following e-mail address:

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Give Group Permission to this Site
Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.

Choose the permission level group members get on this site: <https://tt.eduuni.fi/s>

☐ Full Control - Has full control.

☐ Design - Can view, add, update, delete, approve, and customize.

☒ Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.

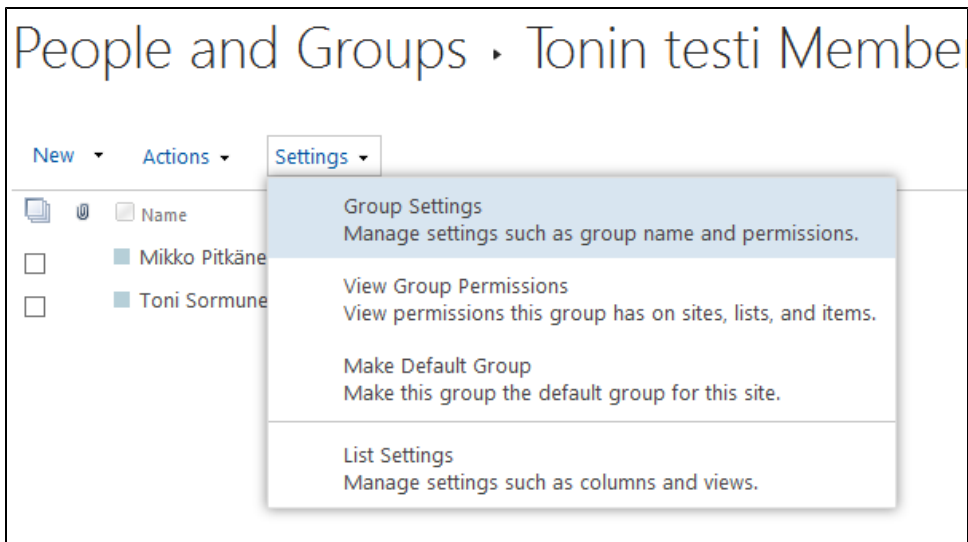
☐ Contribute - Can view, add, update, and delete list items and documents.

☐ Read - Can view pages and list items and download documents.

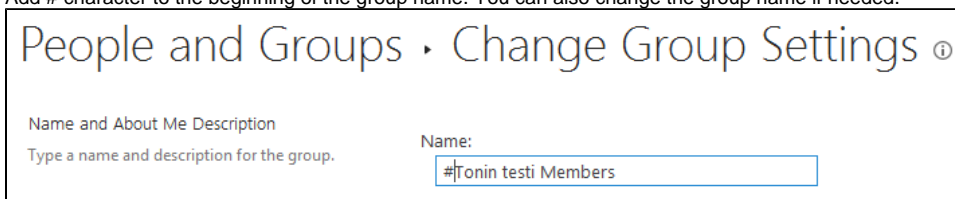
[View site permission assignments](#)

Change existing group to #group

1. Go to the group settings



2. Add #-character to the beginning of the group name. You can also change the group name if needed.



When naming a #group it's good to consider that every user can query #groups from Eduuni-services.

If #group is created in some other site than [https://tt.eduuni.fi/groups/..](https://tt.eduuni.fi/groups/) it needs to have permission to root site of workspace.

If #group name is changed permissions are not updated automatically and they need to be changed manually.