Manage group members in ClrStream

Accessing the Manage Group Members dialog box

1. Login to the Admin Panel. From the left pane, select the SkyConnect **domain** from the list of domains. Click the **Groups** option.
2. The middle pane will show the list of groups in the domain. To search for a group, enter the group id in the **Quick search box** on the top of the middle pane and click on the **Search** icon.
3. The search results are shown in the list. Click on the group to show the user properties in the right pane.
4. Click on the **Members** icon to open the **Manage Group Members** dialog box. Using this dialog, you can manage the group membership as explained below.

Add or delete members using the Shared Address Book

1. On the left pane of the **Manage Group Members** dialog, the shared address book for your domain is displayed. This will display all the users, group ids and contacts in your domain.
2. To **add one or more users**, groups or contacts as members of this group,
   a. Select the id by **clicking on the check box** next to it.
   b. Click on the **+** icon
   c. Click **Save**
3. Ids already present in the group are highlighted. To **remove an id** from the group,
   a. Select the id by **clicking on the check box** next to it.
   b. Click on the **-** icon
   c. Click **Save**
4. The status of your request will be shown on the dialog.
5. Click **Done** to exit the dialog.

Add members manually

1. Select the **Add User to Group** icon on the top right corner
2. On the **Add Members** window, provide the display name and the email id of the group member. Click the **+** sign to enter the record. **Repeat** the steps to add more members.
3. When done adding all the member details, click **Continue** to validate the input.
4. The validation results are displayed. Click **Add** to add the group members.
5. Click **Done** to exit the pop-up.
6. Click **Save** to save the changes.

> **Note**: If you add ids which do not belong to your domain, they will be automatically added as Contacts in the Shared address book of your domain.

Add members from a CSV

The group member list can also be populated from a CSV file.

Step 1: Create the CSV

Exporting the list from another group

The CSV file generated by [exporting the list of members of another group] will have only two columns, viz. the name of the group and the member id.

When importing such a file, don't forget to change the group name in the first column and make necessary edits to the list of member ids.

Exporting a list of shared or personal contacts

The CSV file generated from the contacts application (https://docs.mithi.com/home/how-to-access-contacts-using-baya-v3-web-client) is more elaborate and has a lot of columns. When importing such a file, only the Mail column will be used when updating the group membership.

Manually creating a file using a spread sheet or a text editor

A manually created CSV file should have only two columns, the group name in the first and the second column will have the member id.

Step 2: Add members using CSV

1. Select the **Import Members to Group** icon on the top right corner.
2. Choose the **CSV file type** from the following:
    a. Baya AddressBook CSV : A CSV file exported from Baya Contacts application.
    b. Group Members CSV : A CSV file exported from Group Membership Management interface or created manually.
3. Select the CSV file from your desktop.
4. Click **Continue**.
5. In the first pass, the CSV contents are validated and the validation results displayed.
6. Click **Import** to proceed.
7. The new members are created and the status is displayed.
8. Click **Done** to exit the pop-up.