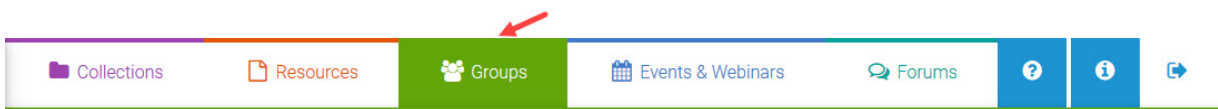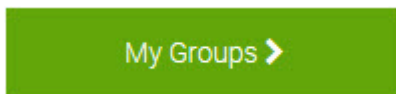# Groups

Groups are a great way to collaborate, network, exchange ideas, organize meetings and share files amongst other members of your team or other Tutela Members. Tutela offers both Public and Private groups. Public groups can be accessed by any Tutela user whereas Private groups require approval to join.
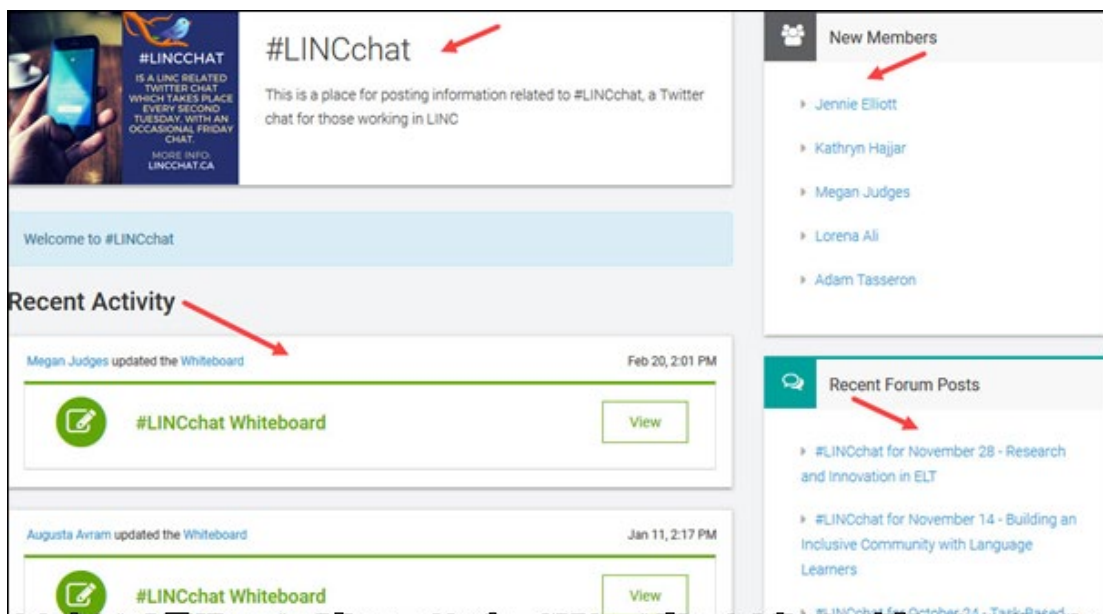
Access Your Groups

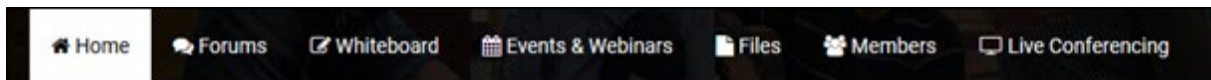1. Click on the **Groups** tab in the main menu of Tutela.

2. Click on the **My Groups** button found under the main menu on the right side of the screen.

3. Click on the title or the *View* button of the group you wish to enter.

4. On the *Home* page there is a summary of the Group, a list of *New Members*, *Recent Activity*, and *Recent Forum Posts*.

5. Notice the Group menu giving you access to all the features of your group.

- Home - Gives you general updates on what is happening in this specific group
- Forums - Allows you to ask questions and share ideas with your group
- Whiteboard - Allows you to edit a group whiteboard space
- Events & Webinars - Allows you to view and create new events
- Files - Allows you to share files with your group members
- Members - Allows you to see other group members and to network with them
- Live Conferencing --- Allows you to have a real time meeting with other group members