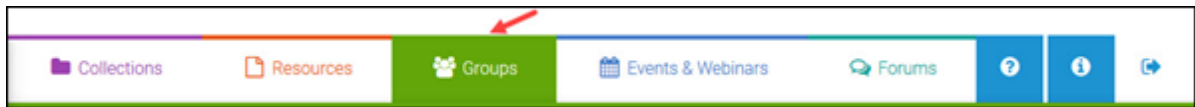


Groups

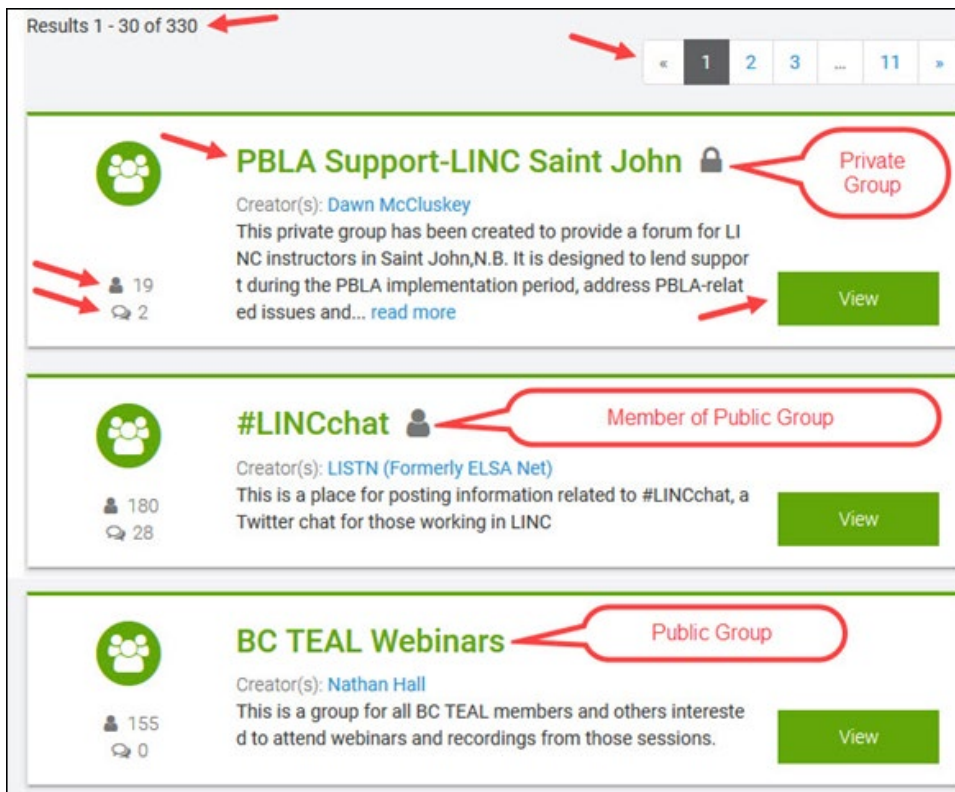
Groups are a great way to collaborate, network, exchange ideas, organize meetings and share files amongst other members of your team or other Tutela Members. Tutela offers both Public and Private groups. Public groups can be accessed by any Tutela user whereas Private groups require approval to join.

Searching for Groups

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



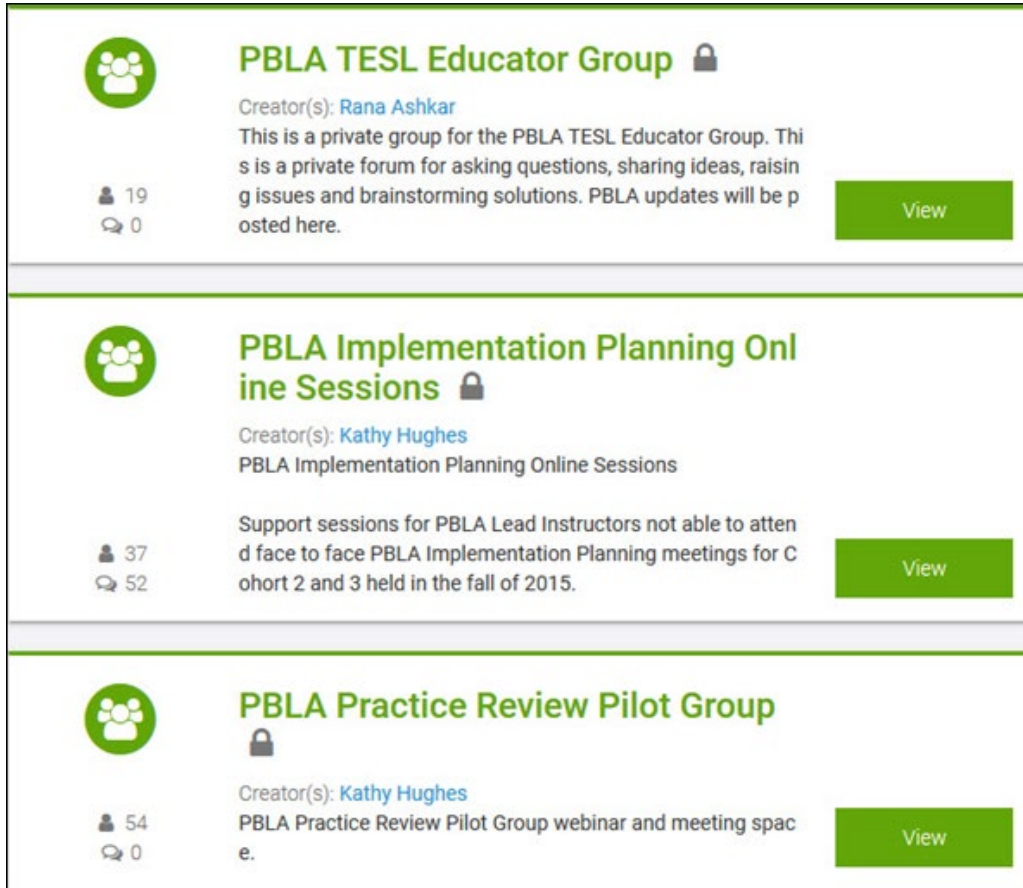
2. On the Groups homepage, there is a full list of all the groups available sorted in alphabetical order. The number of *Results* is listed; use the navigation bar to browse all the pages. The information includes the title and *Creator(s)* of the group, an icon to show private groups, public groups (no icon), and groups you are a member of, the number of members and discussions in the group, and a summary of the group's purpose. Click on the title of the group or the *View* button to see the group page.



3. If you don't see the group you want, enter a topic of interest. Click on the search icon to see the results.

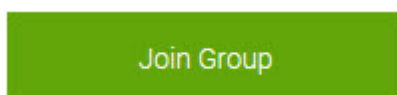


4. Notice how the groups list is now filtered based on the topic you entered.



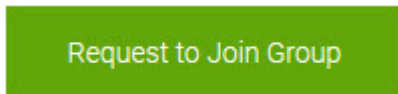
Joining a Public Group

1. Click on the title or the *View* button of any public group that you want to join.
2. Click on the Join Group button found near the top of the Group Homepage.



Joining a Private Group

1. Click on the title or the *View* button of any private group that you want to join.
2. Click on the Request to Join Group button found near the top of the Group Homepage.



Once your request is approved, you will receive an e-mail confirming your access to the private group.