## How to Add Members to a Group in LinkedIn Learning

1. In the Admin page, click on "People" at the top of the page, then click on "Groups"



2. Choose the group you would like to add a member to

in LEA	RNING	People	Content	Reports		Q	Search for people,	groups or
Users	Groups	Admins						
•	Group yo	DS our learners	to easily reco	ommend cor	itent and track their pro	igress		
Group	o level:All	-						
No ac	tive filters.							
	Group					Child	groups	
	8 <sup>9</sup> 8	A2I Members: :	2			-		
	<u>a2a</u>	Academic Members: ( groups)	C Affairs	child		Acad Shov	emic Planning & Re v child groups	e +15
	.8 <sup>2</sup> 8.	Academic Members:	c Innovation	1		-		

3. Click on the "Add members" drop down menu and choose whether you would like to add existing LinkedIn members, email new users, or add users by CSV file.

n.	In LEARNING People	Content Report	19 <sup>2</sup>	Q Search for people, g	roups or conter
L	Jsers Groups Admins				
			$\frown$		
		Aca	ademic Affairs	5	
		Members: 0	0 (1 including child g	groups)	
			town and town it		
		Add men	nbers •	group	
		Invite new I	users by email		
	Members Editors	Lice Add users I	by CSV		
	Q. Search by name o	remail Download	group users		
			- 0-		

4. Type name or email into search bar and click on "Add Member" or "Save".

Add Users to Academic Affairs	×
Search by name email or title	
	1
	<b>t</b>
	Cancel Add Users