

How to Join a Group

TYPES OF GROUPS:

1. **Public** groups appear in searches, and anyone can join and view their content.
2. **Private** groups appear in searches, but membership is restricted and only members can view their content.
3. **Hidden** groups do not appear in searches, and only members can view their content.

HOW TO JOIN A GROUP:

1. Make sure you are logged in to MSU Commons.
2. Click on **Groups** in the left menu.
3. If you know the name of the group you are looking for, type it into the **Search Groups** bar.
4. If the group is **Public**, click the **Join Group** button to the right of its name in the list. This button will also appear at the top of the group's home page when you click on it.
5. If the group is **Private**, click the **Request Membership** button to the right of its name in the list. This button will also appear at the top of the group's homepage.
6. If the group is **Hidden**, new members must be invited to join by existing members.

QUESTIONS?

Contact our helpdesk:
commons@msu.libanswers.com

