1. Go to [xavier.edu/engagexu](http://xavier.edu/engagexu) and click on Sign In.

Click on the Xavier University Login button and use Xavier credentials to log in.

2. Click on the Groups icon in the top toolbar (looks like a cluster of three people).

Search and select from your groups. You must be a group officer to add members.
3. On your group’s left Dashboard, click on Members tab.

4. Select + Add Member on the upper right-hand corner of the Members page.

5. You may either lookup individual Xavier users by their name or email in the search bar, or you can paste an entire series of email addresses from an existing club roster under the Paste Emails feature.

If you want each new user to be notified that they have joined the group, click the box next to notify each new member by email. When you have added everyone, click on Add to be finished.