

# Joining an Existing miPLACE group

There are many opportunities to collaborate with colleagues within miPLACE. In order to join a specific group, you will need to first find it and the request to join.

## Step-by-step guide

1. Use the Green "Groups" tab to navigate to the Groups page.
2. Click "Search for Groups."
3. Use the search fields to find the group you want to join.
  - a. Group Name - type in a keyword from the group's name, or
  - b. Group Creator - type in the first name of the group's creator
4. Click on the group name to request to join.
5. If this is a Private group, the group owner will approve or deny your request and then you can enter the group (or not).
6. You will receive an email once you are approved.



The groups you are a member of show up on both the "Groups" page and the "My Learning" page when you log in for easy future access

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