

Adding a Sub Group



Some districts already have all their buildings set up in the filter. If you need to add a new building to the district (a new sub group) choose “Add Sub Group” from the drop down menu.

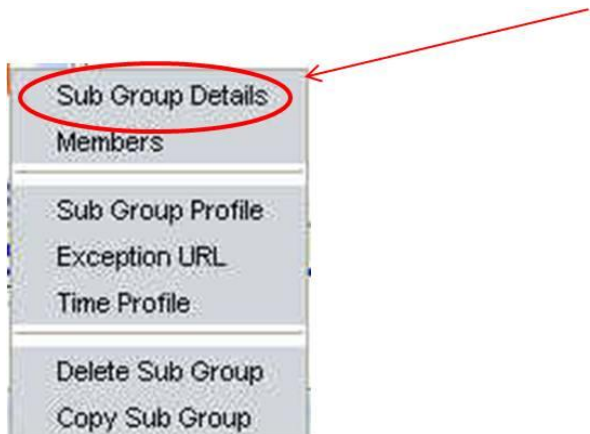
Give the Sub Group a name. ( For example, the name of a new elementary building or high school.)



Once added, the new Sub Group should appear under your Group name.



**\*NOTE:** You will have to enter Members when you create a new sub group. If you know the IP range you want to create for this sub group add them under "Sub Group Details", or ask the OME-RESA staff for assistance:



**Sub Group (IP Group)** [?](#)  
Group>IP>tuscomeresesa>olympiahigh>Sub Group (IP Group)

**Sub Group Details**

Sub Group Name

**IP Address**

IP Range

Member IP   /    
  -

**MAC Address**

Member MAC(s)

Please define members for this group.

Click on Apply when you have added the range.

Click on the new Sub Group, you will see the same drop down menu as you do for all other sub groups and you can manage the settings for the filtering of this building.

