

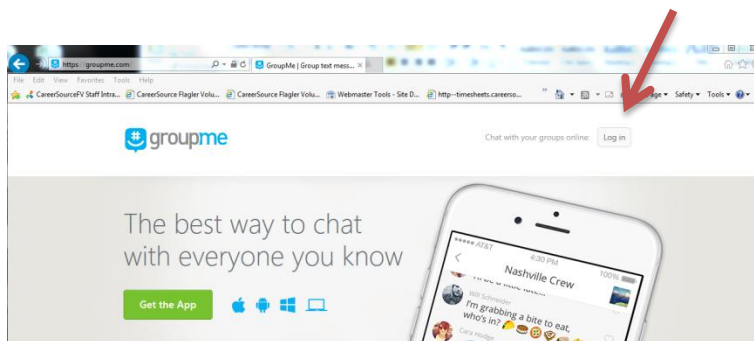
GroupMe Instructions

GroupMe is a mobile group messaging app owned by Microsoft. It was launched in May 2010 by the private company GroupMe. In August 2011, GroupMe delivered over 100 million messages each month. By June 2012, that number had jumped to 550 million

GroupMe has a web client as well as mobile apps for iOS, Android, and Windows Phone. Those who don't want to use the app can still send and receive GroupMe messages through SMS (Texting). Users begin by creating a "group" and adding contacts. When someone sends a message, everyone in the group can see and respond to it. The app allows users to easily attach and send pictures as well. Users can also send private messages, but only to users who also have the GroupMe app.

Create a GroupMe account using the Web Client- Computer

- 1) In a web browser go to <http://www.groupme.com>
- 2) To Login or to Create an Account – click on the Login Button.



- 3) You may use your Facebook Account or create a login based upon your email address. Enter an Email Address and a Password. Clicking Remember Me will cause the system to remember your ID and Password. Then click the Login Button.

Log in

f Log in with Facebook

or

Email or Phone Number

Password

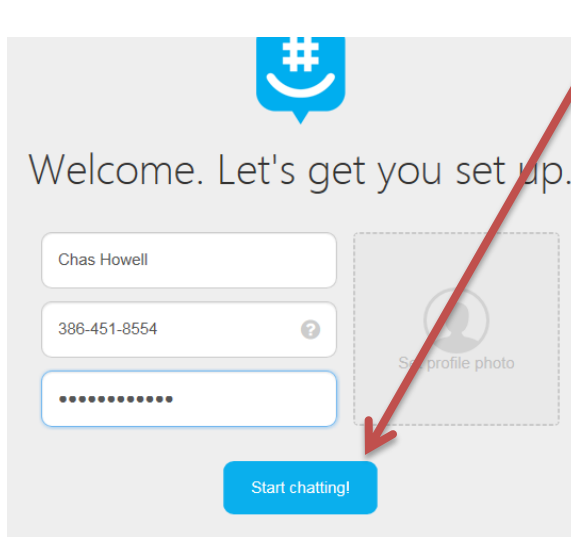
Remember me [Forgot password?](#)

Log in

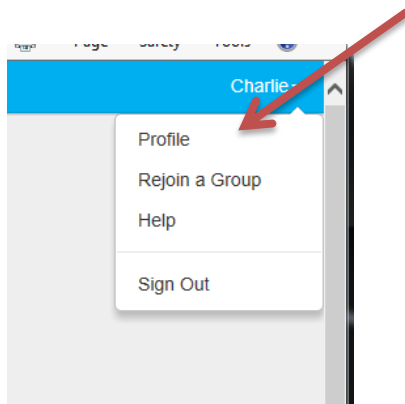
Don't have an account? [Sign up today.](#)

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- 4) Next you will need to set up your profile. Enter the name that you will use during GroupMe communications. Enter a mobile phone number. GroupMe will text a PIN number to the mobile phone. Enter it in the 3rd box in this screen. You may select a photo from your computer to use as your avatar, but this is optional. Press Start Chatting.



- 5) If you want to change your profile later, choose your name in the top right corner of the GroupMe screen and click on Profile.

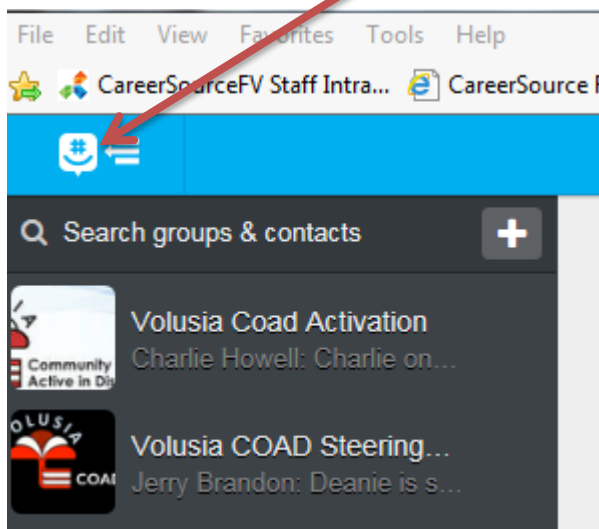


6) Your Profile:

The image shows two side-by-side screenshots of the GroupMe user interface. The left screenshot is the 'Profile' page, which includes fields for Name (Charlie Howell), Email (charliehowell2@gmail.com), and Avatar (with a 'Browse...' button). Below these is a 'Current' profile picture and a 'Save' button. Underneath is the 'Update Password' section with a 'New Password' field and an 'Update Password' button. The right screenshot is the 'Devices and Apps' settings page. It has a 'Manage your devices and apps' link. The 'Mobile Phone' section shows the phone number +1 3863164303 and a note that SMS service is disabled, with an 'Enable SMS Service' button and a 'Change your phone number' button. The 'Notifications' section has a note about default settings and a toggle switch for 'Don't send notifications to phone when web is active', which is currently turned 'ON'.

Using Group Me on a Computer

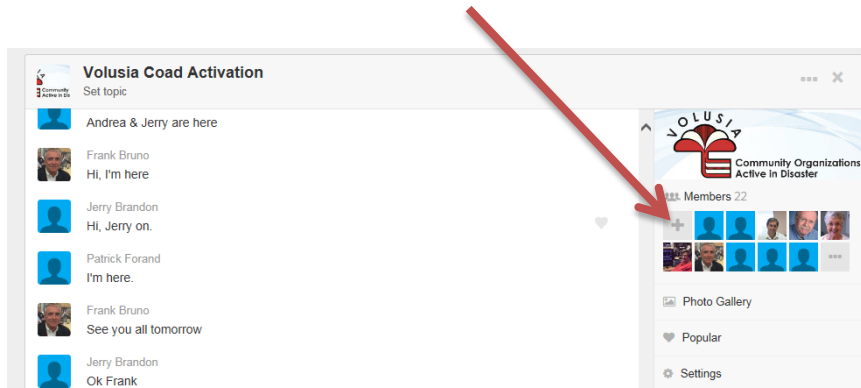
- 1) In a web browser go to <http://www.groupme.com>
- 2) Click on the Login Button.
- 3) If you are already a member of a Group- choose the group from the list on the left. If you do not see the list, click on the Group Menu. If you are not a member of the group, ask a current group member to invite you.



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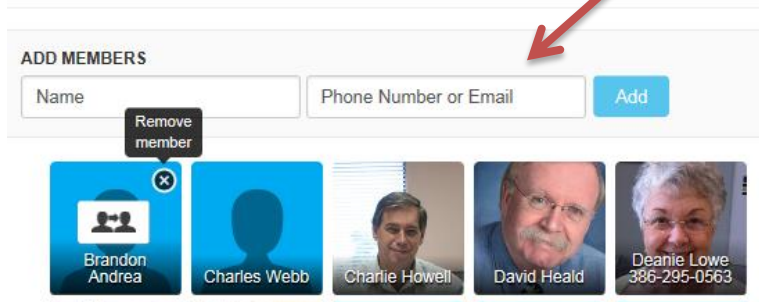
- 4) **Adding Members** – GroupMe groups are closed groups. This means that you cannot voluntarily join a group. You must have an existing group member send you an invitation.

Your Group Chat session will appear in the center of the screen. To send someone an invitation to join the group, choose the Add Member button on the left.

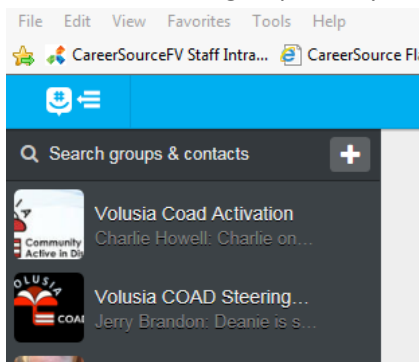


Next – enter their name and either a mobile phone number or an email. The person will get an invitation to create a GroupMe account and join the group.

Members of Volusia Coad Activation

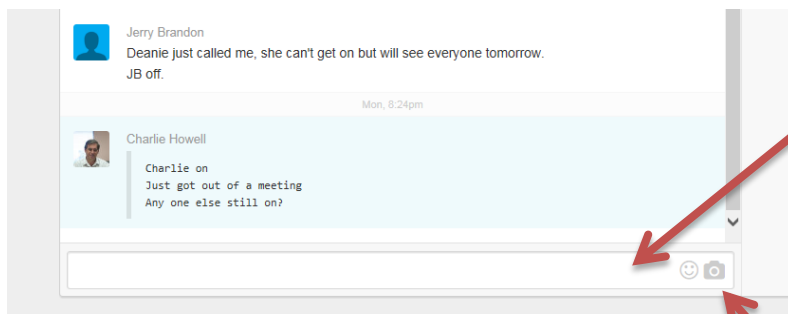


- 5) Choose one of the groups that you belong to on the left.



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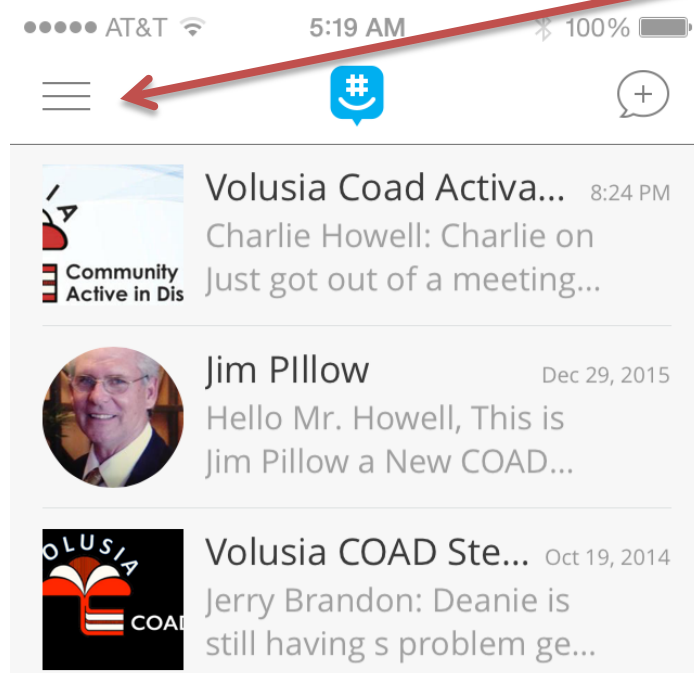
- 6) Your chat window is in the center. Enter your message at the bottom and press the enter key.



- 7) You may also choose a photo from your computer and insert it in your message.
- 8) When done, simply close the program.

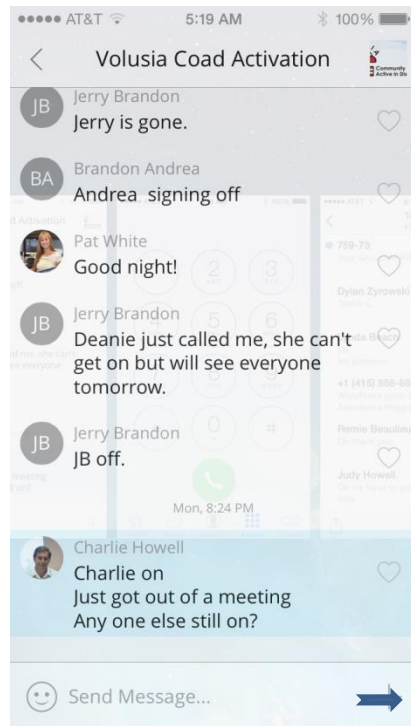
Using Group Me on a Mobile Device

- 1) Download the App. Group Me is available for Apple, Android and Windos Phone Device.
- 2) Login to GroupMe on the app using the GroupMe account that you created on your computer.
- 3) You will find a list of groups that you belong to on the navigation menu (three lines on top left). Choose your group.



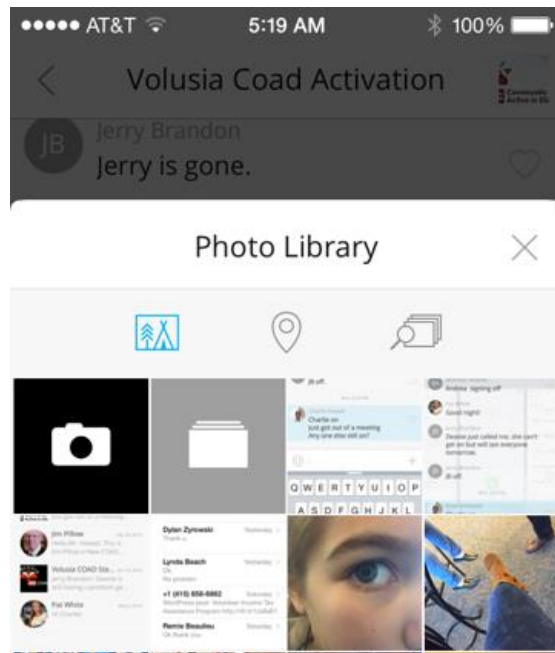
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- 4) The chat window will slide to the center of the mobile device screen.



- 5) As you start typing the + sign changes to an arrow sign. To send your message, enter it in the section at the bottom and press arrow sign.

- 6) You may add a photo from your device, by pressing on the + sign. This will bring up your photos to select the proper one.



SMS Commands

If you are choosing to use SMS (Text messages) instead of the mobile app, there are some commands that you may want to use.

#help This command will send you a text with the basic commands you might have forgotten.

These **#commands** affect your membership in a specific group. Send them as a text message to a GroupMe number to manage that group.

#add [name] [phone] Follow the **"#add"** command with a person's name and phone number to add them to the group. For example, **#add Pat 5551234567** will add the number (555) 123-4567 to the group with the name "Pat".

#list Send this command, and you'll receive a list of the names of everyone in your group.

#name [name] Set your name with this command, so others know who you are. For example, **#name John** will change your name to John. This command will only change your name for one specific group.

#mute | #unmute Use this command to mute and unmute groups. The first time you send it, you will no longer receive messages from this group. When you're ready to start receiving messages again, text **#unmute** to begin receiving messages again!

#remove [name or number] If you are the creator of a group, send the group **"#remove,"** with the name or number of the group member you'd like to remove, and we'll remove them from the group.

#exit This command will automatically remove you from a group. If you are the group creator, you cannot leave the group. As the creator, though, you can delete it entirely by texting **#delete**.