

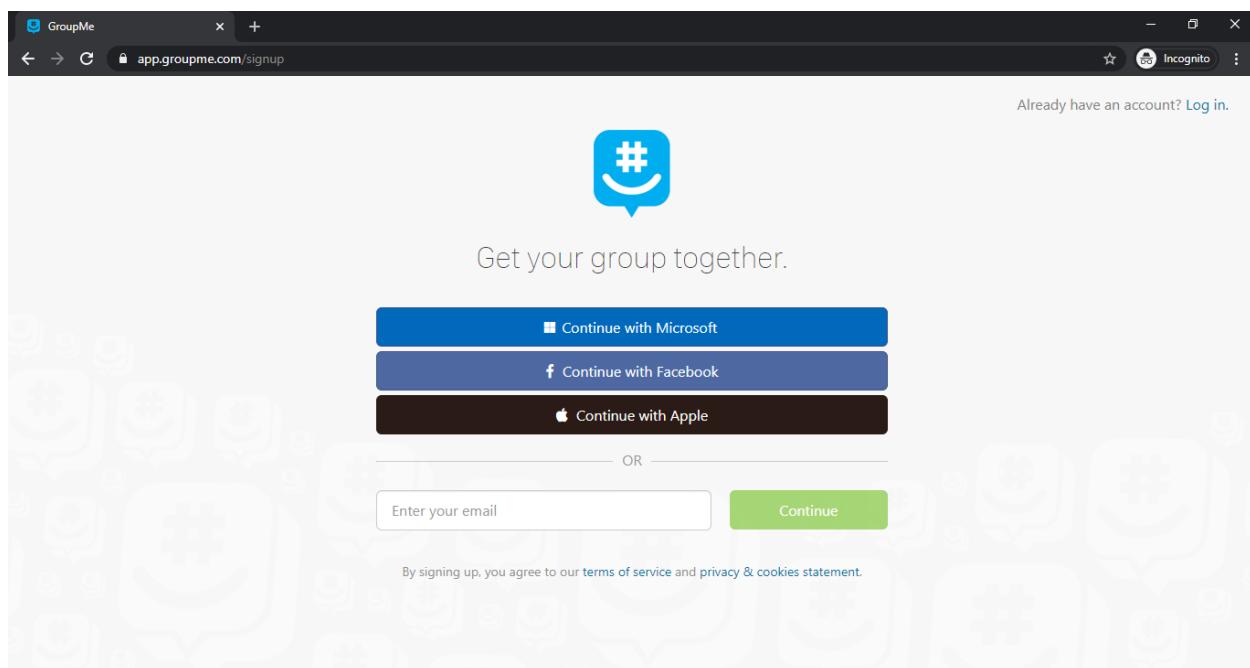
How to Use GroupMe on Computer

GroupMe is an online communication platform that can be used for one-on-one or group messaging.

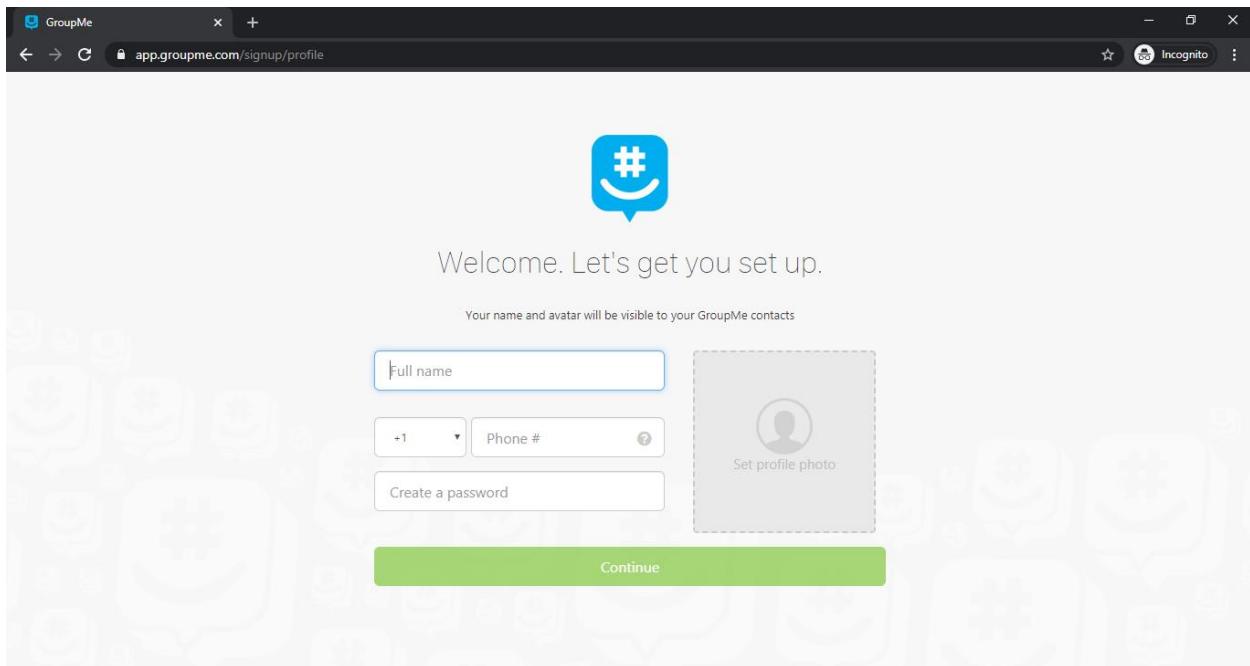
1. Click on your internet browser to pull up a webpage. It may look like one of the following:



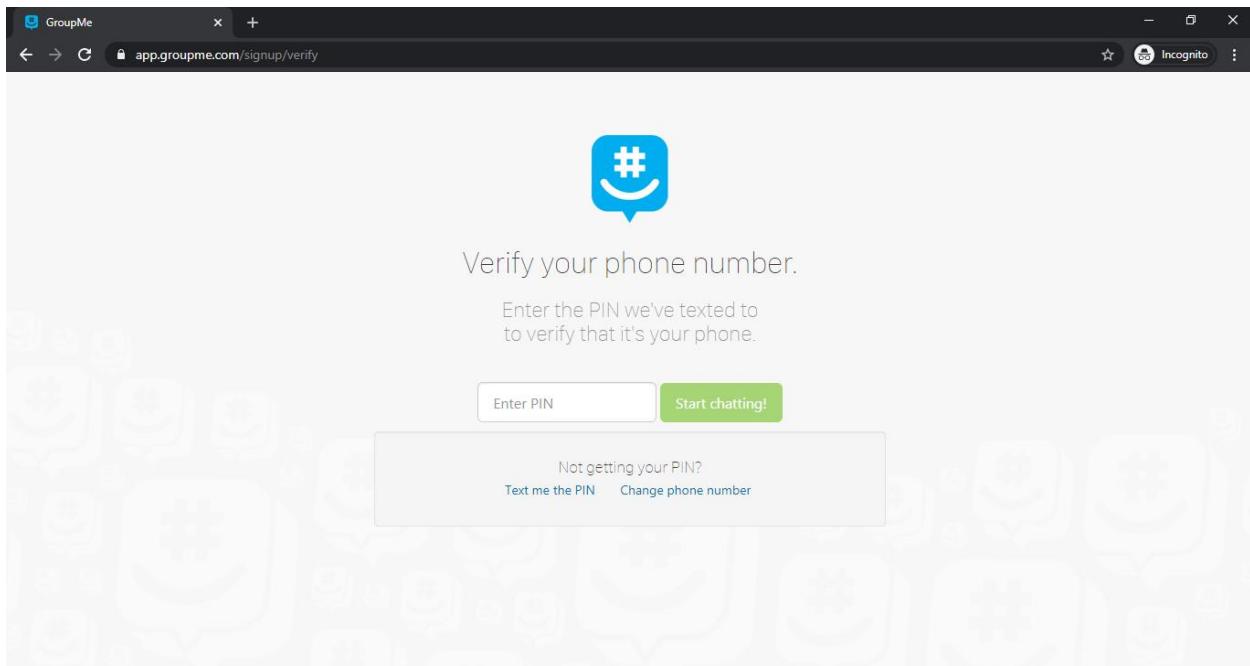
2. In the search bar at the top of the page, type <https://app.groupme.com/signup> and press enter. This is the page that will be displayed:



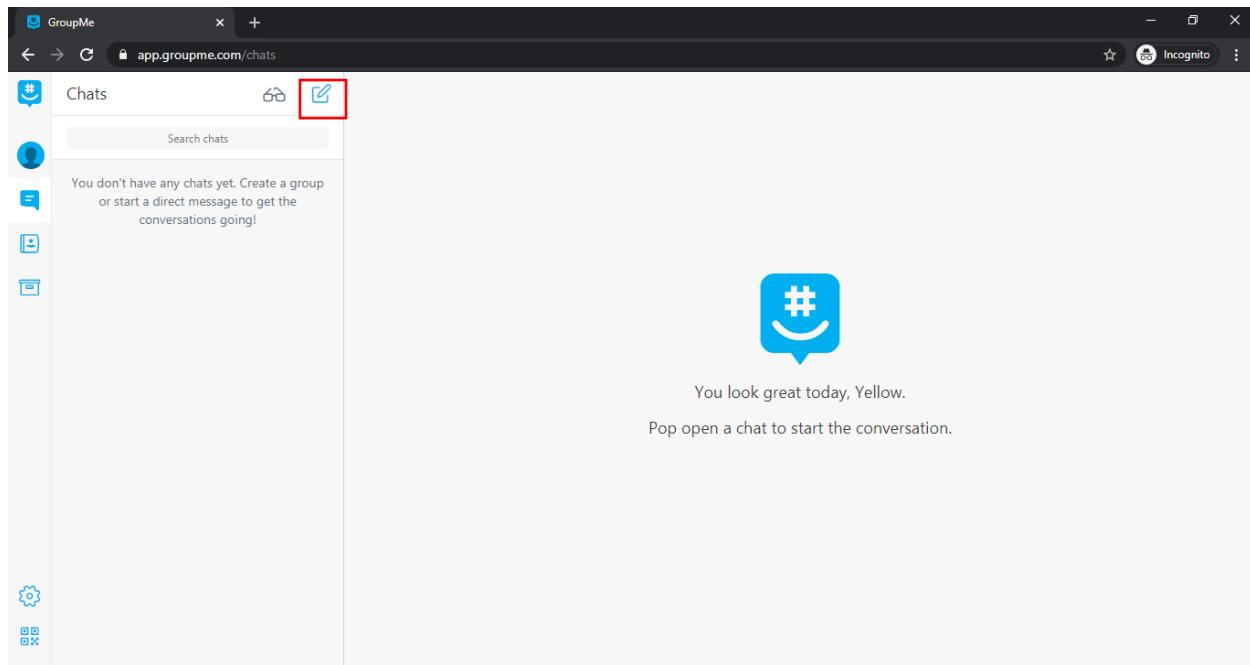
3. Enter your email address and click "Continue." This screen will appear:



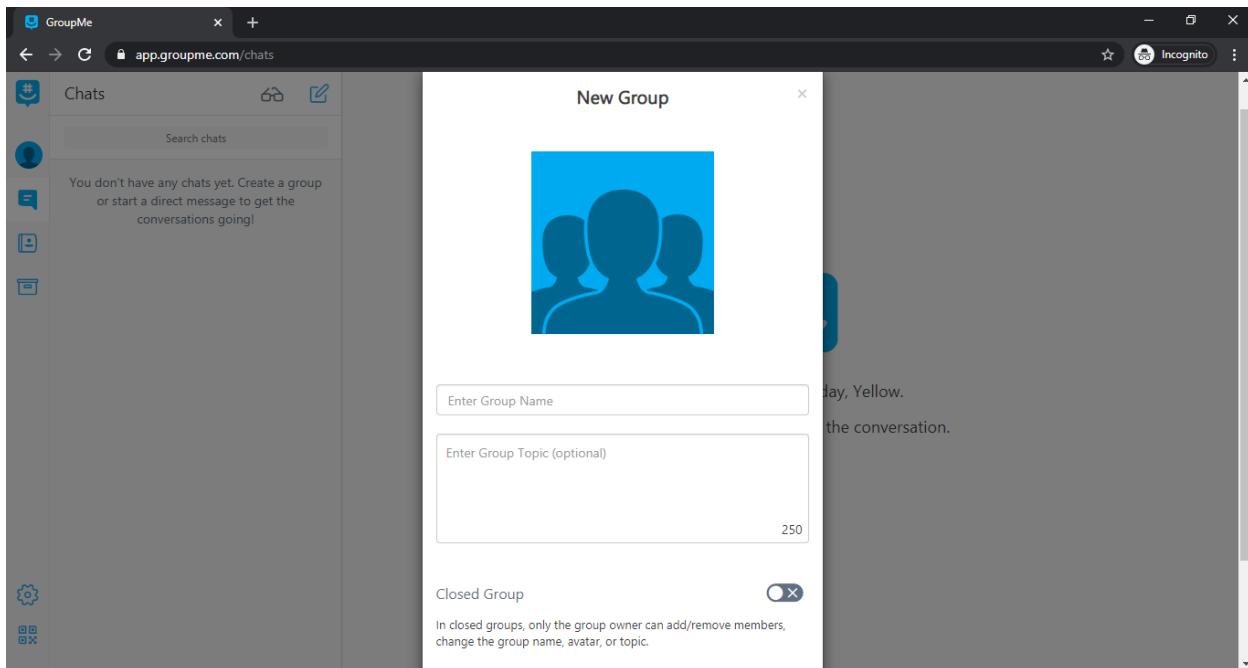
4. To finish setting up your GroupMe account, enter your name and phone number and create a password. You can also add a profile photo (optional). Then click "Continue."
5. A PIN will be texted to the phone number you entered to verify your phone number. Enter your PIN and click "Start chatting!"



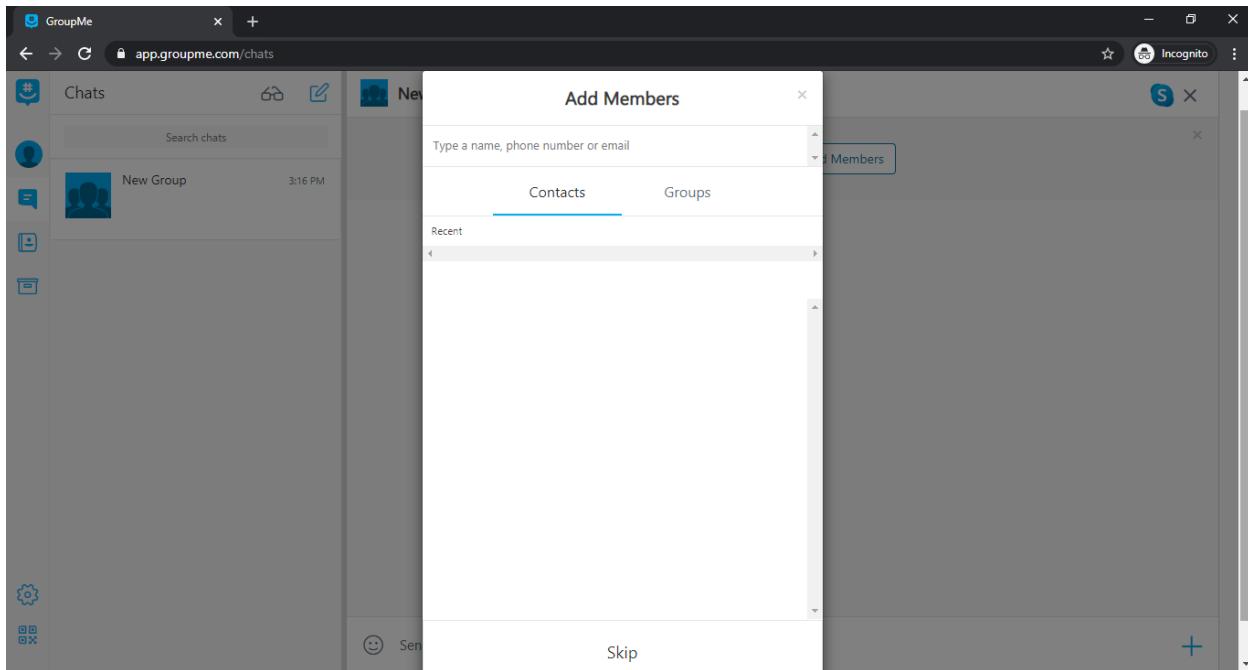
6. Once you are signed in to your GroupMe account, you will see the main GroupMe interface. You can start a new chat by clicking on the blue pencil icon (in the **red box** below).



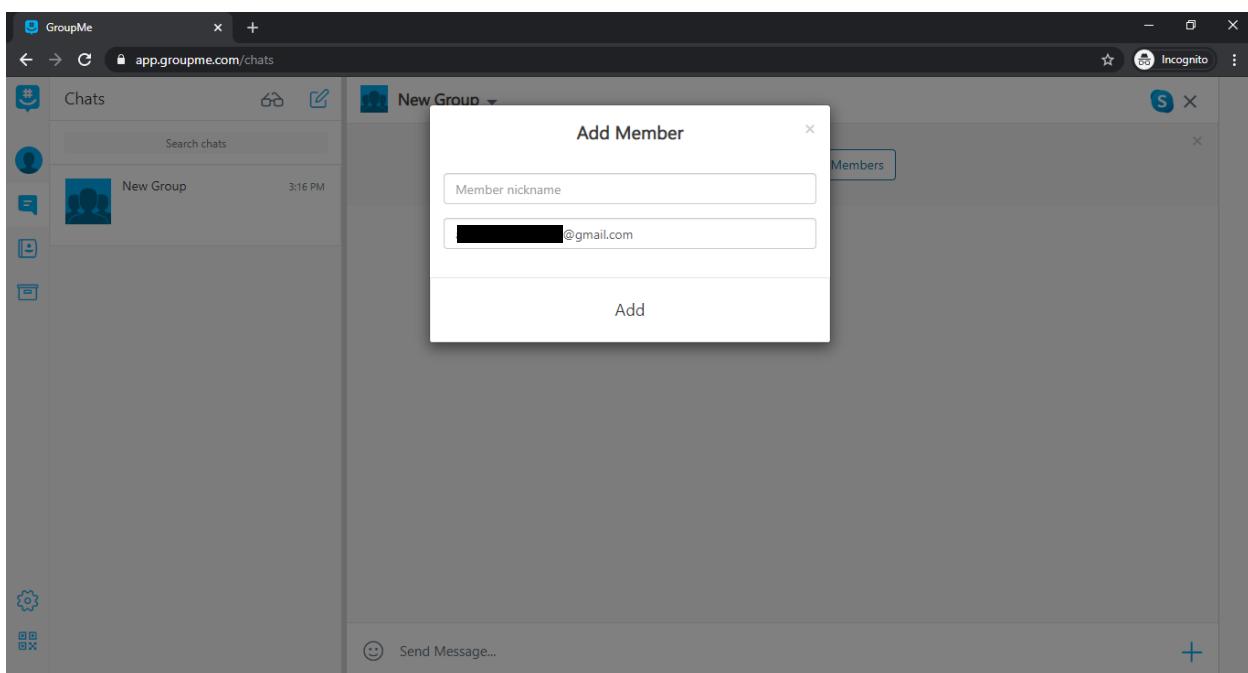
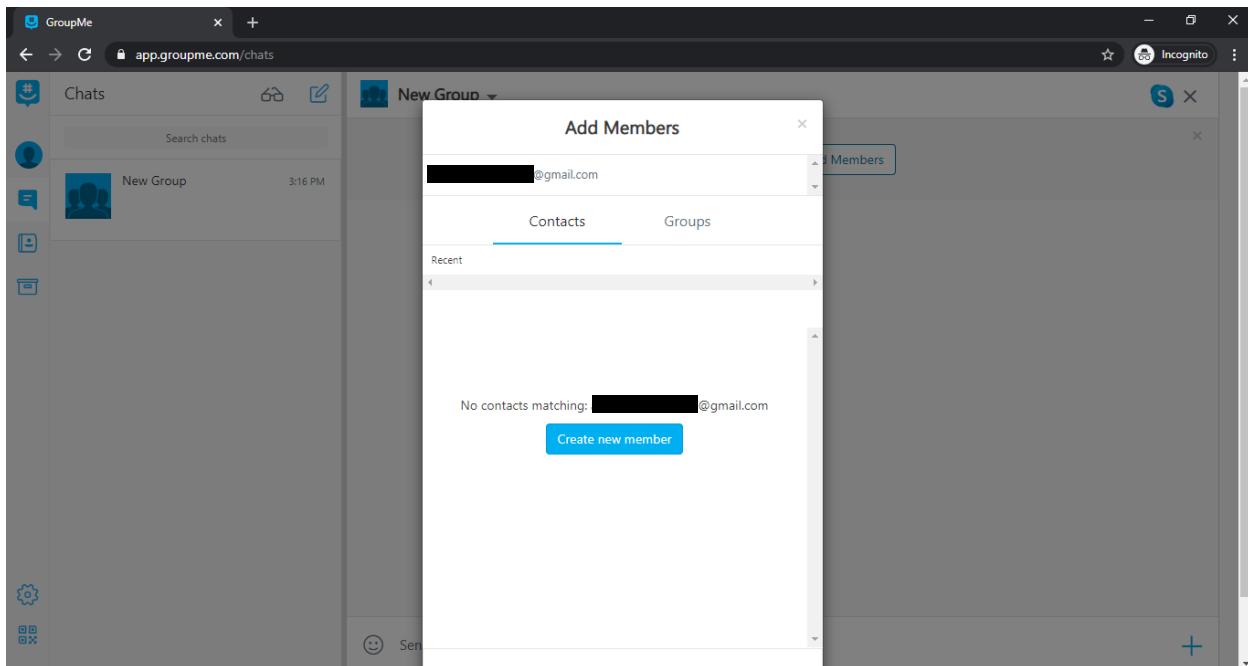
7. To start a new group chat, select “Start Group” when you click on the blue pencil icon. Enter a group name, photo (optional), topic (optional), and choose whether the group will be closed or open. In a closed group, only the group owner can add or remove members and edit the group name, photo, and topic. In an open group, other group members can also make changes to the group.



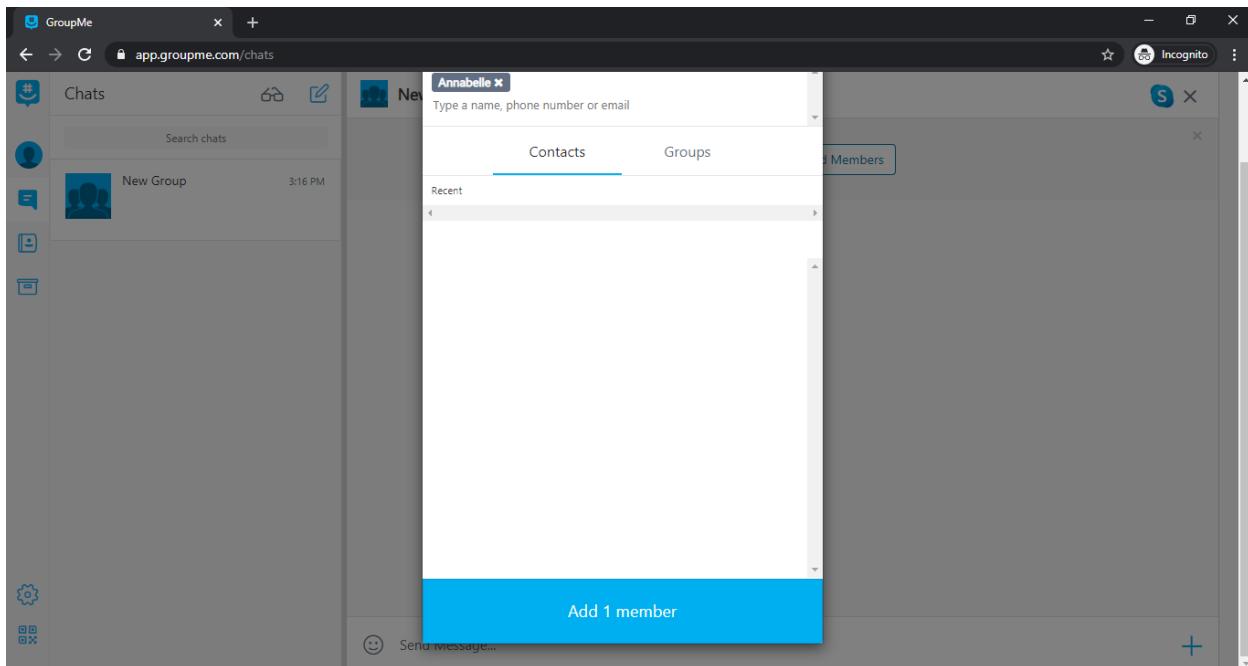
8. Next, you can add members to the group using either phone numbers or email addresses.



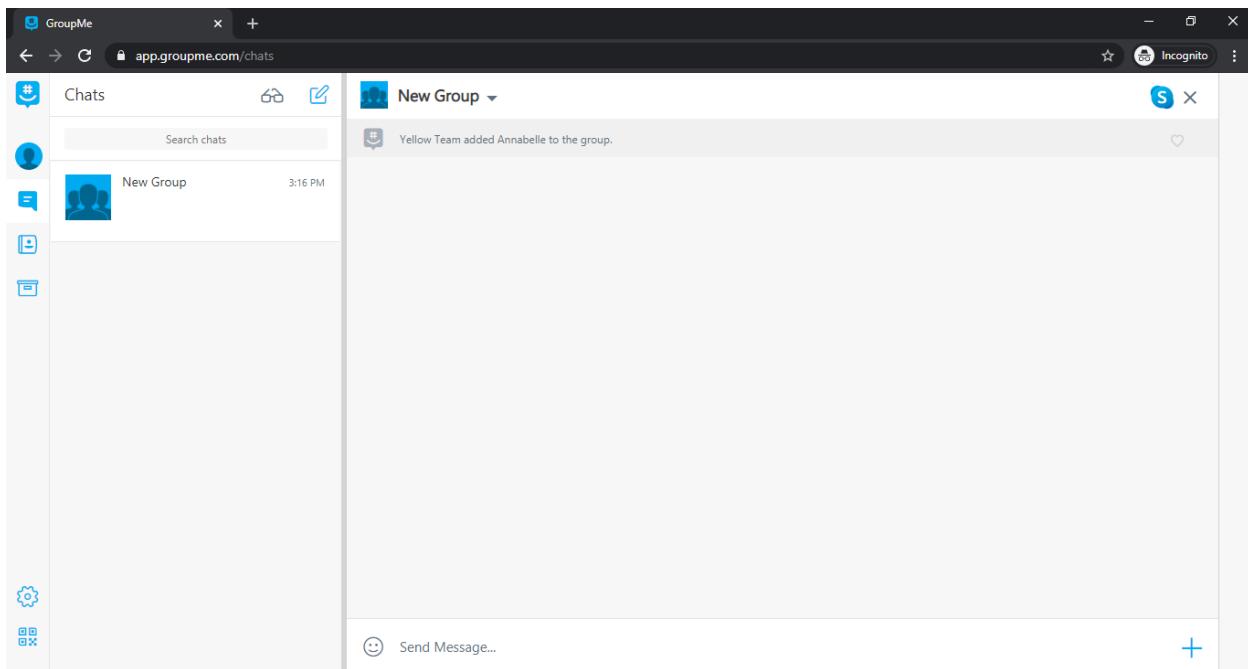
9. If you would like to add someone to the group who is not already in your contacts, you will be prompted to create a new member by entering their contact information and a nickname.



10. Once you have entered contact information for everyone you would like to add to the group, click "Add # members" at the bottom of the screen.

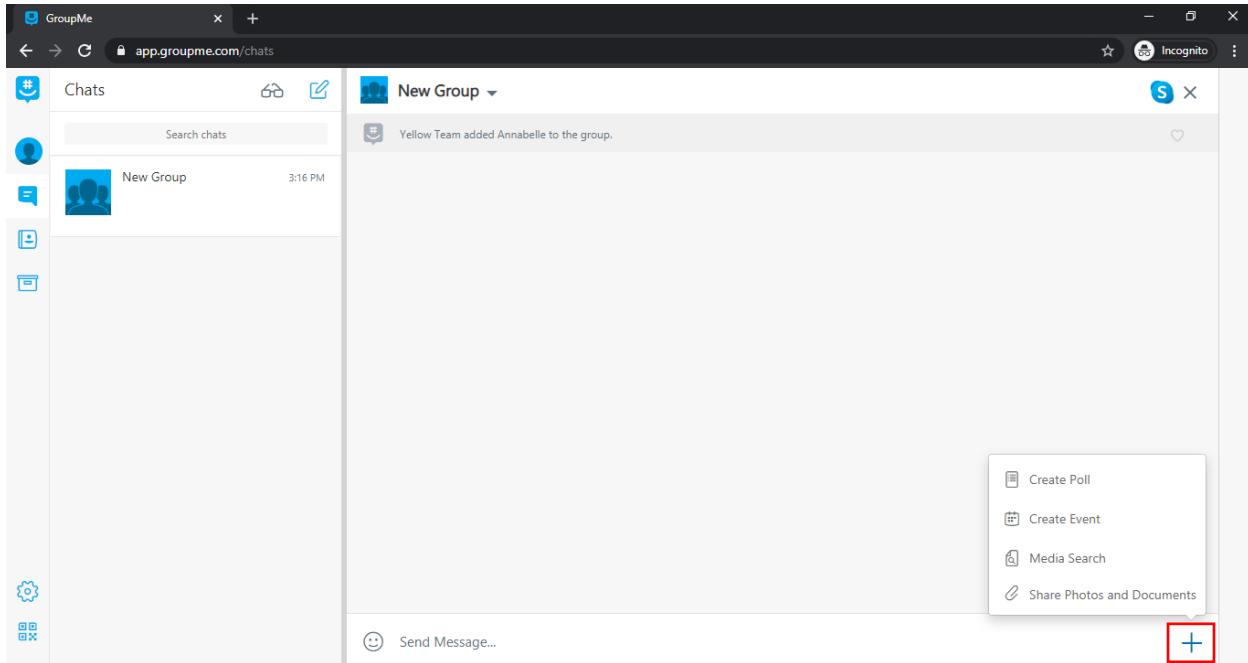


11. To send a message to everyone in the group, click on the box that says "Send Message..." at the bottom of the screen, type your message, and hit Enter.

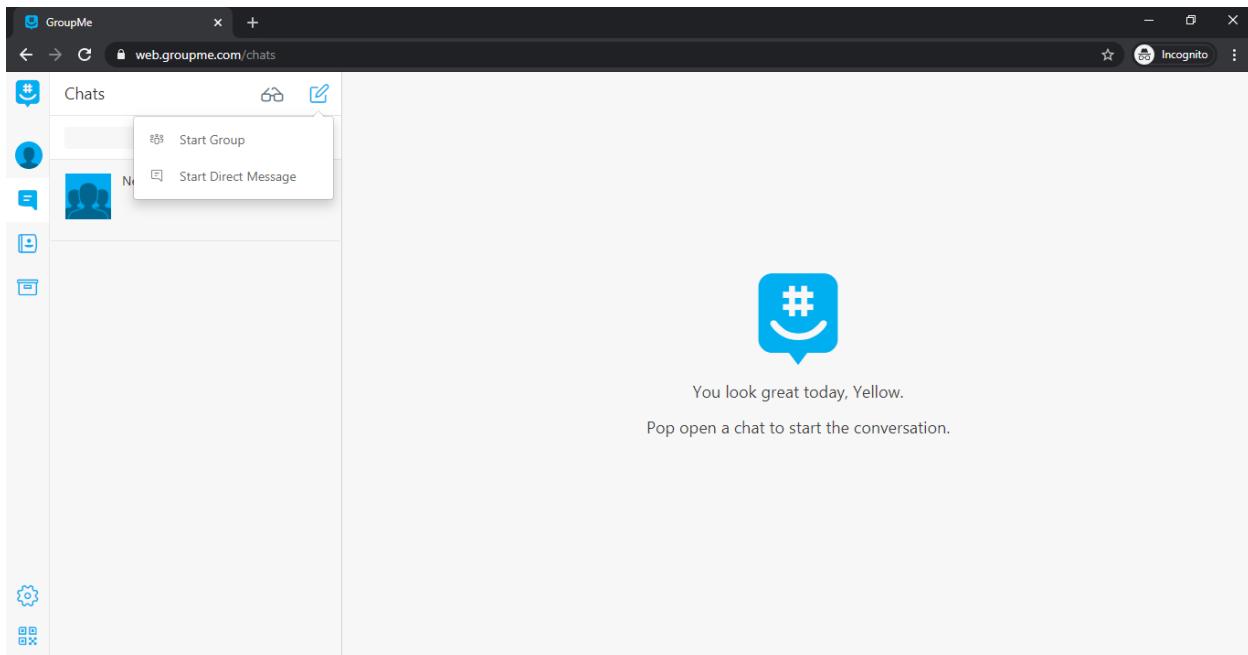


12. To grab the attention of a particular group member, tag them by including "@" followed by their name in your message. (Note: If you tag one or more group members, your message will still be visible to everyone in the group. You can send a private message using GroupMe's direct messaging feature, described in steps 14-16 below.)

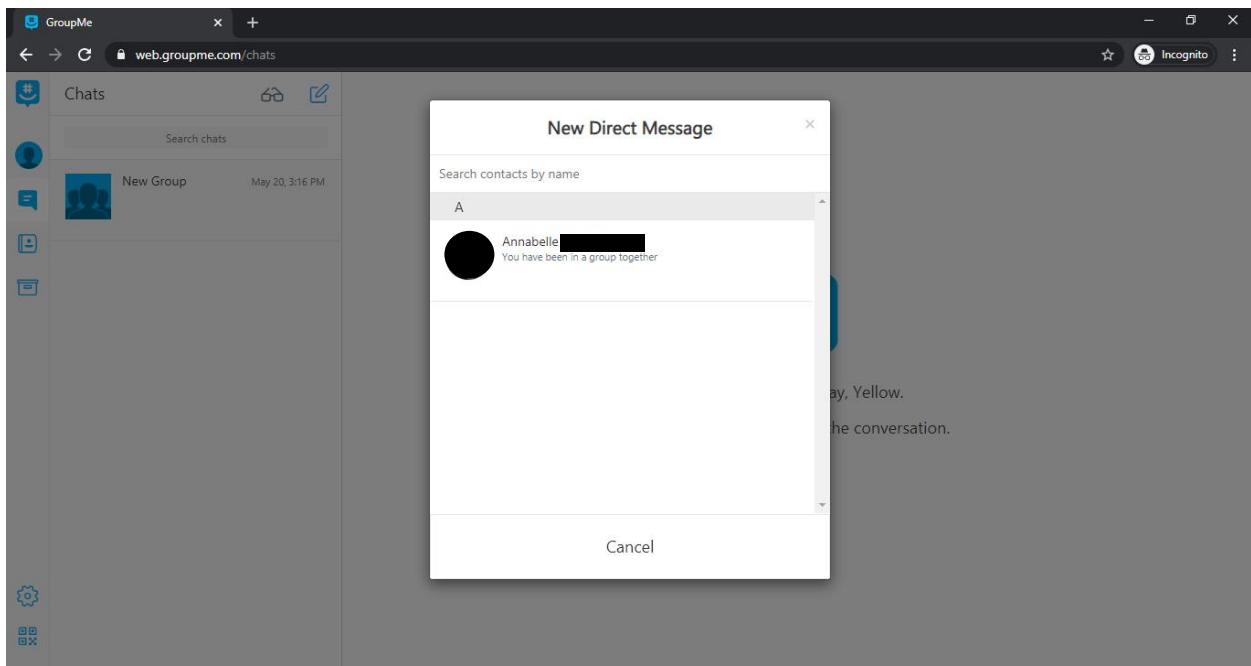
13. You can also share files and other media, create polls, or schedule events in a group chat by clicking the “+” on the bottom right (in the **red box** below).



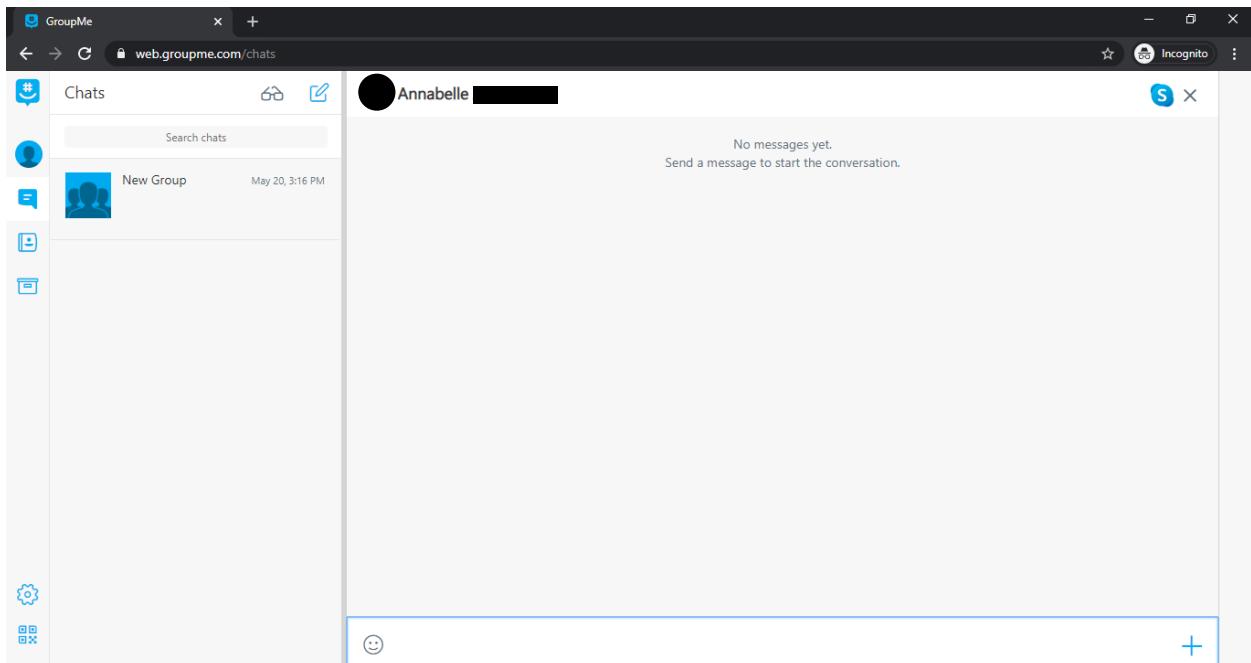
14. To send a direct message to one person, select “Start Direct Message” when you click on the blue pencil icon.



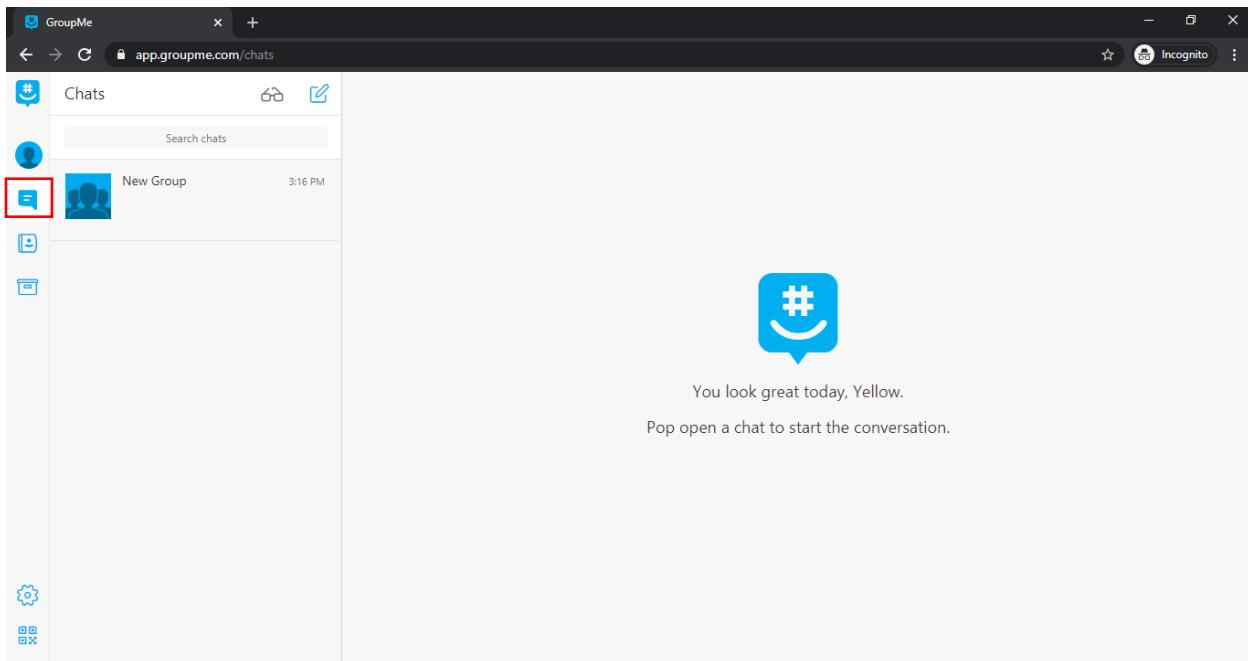
15. Select from your existing GroupMe contacts to begin a direct message.



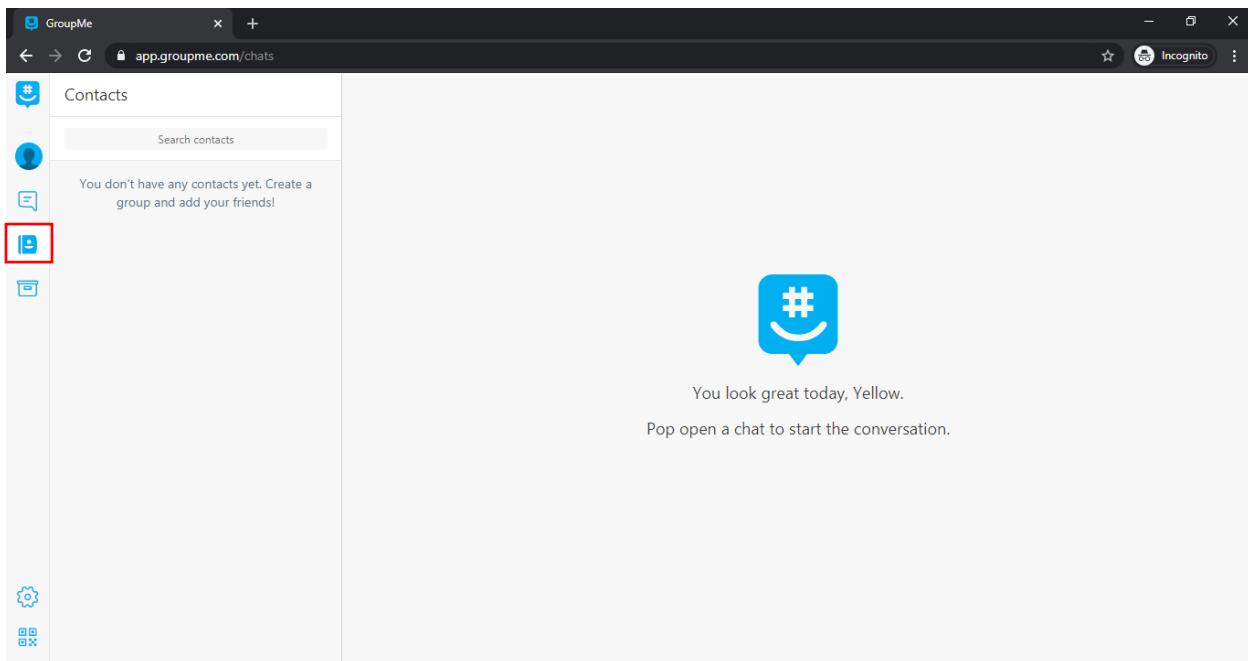
16. The interface for direct messages is similar to the interface for group chats. You can use GroupMe's direct messaging function to post messages, share files and other media, and schedule events.



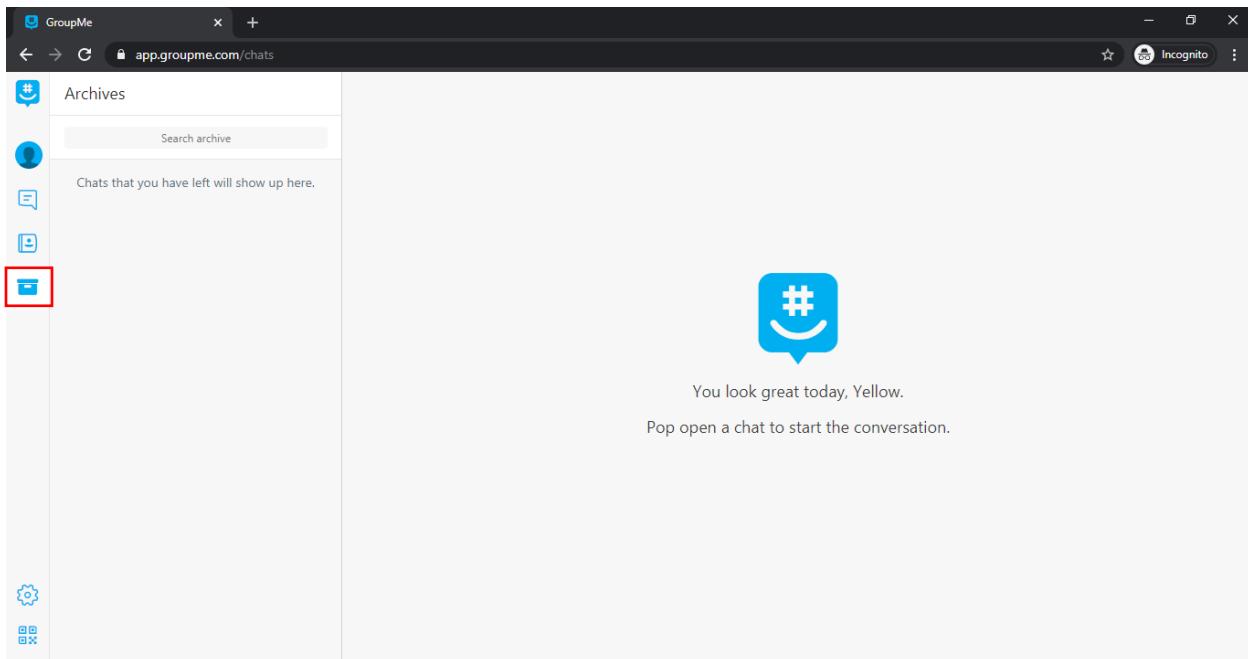
17. You can access your existing group chats and direct messages at any time by clicking on the Chats icon on the left side of the screen (in the red box below).



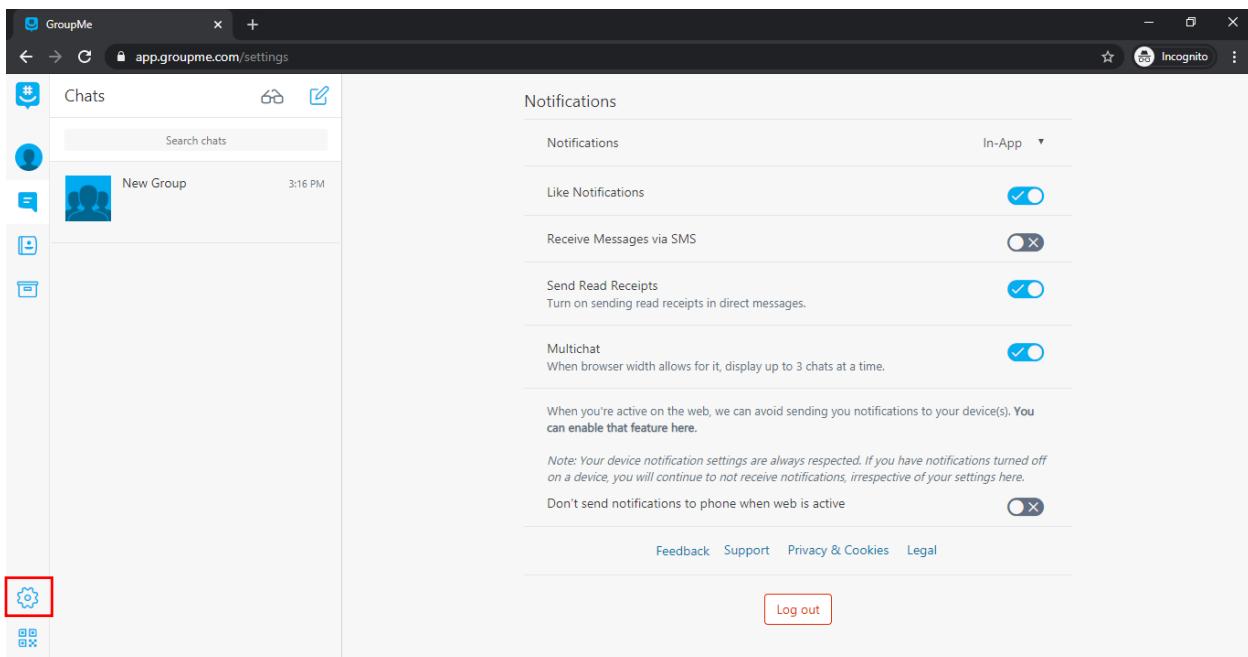
18. You can access your contacts by clicking on the Contacts icon on the left side of the screen (in the **red box** below).



19. You can also see chats you have left by clicking on the Archives icon on the left side of the screen (in the **red box** below).



20. To view or change your notification settings, click on the Settings icon on the bottom left of the screen (in the red box below). (Note: If you have limited texting or data, you can opt out of receiving GroupMe messages by text by turning off “Receive Messages via SMS.”)



21. To view or change your contact information, click on your profile photo on the top left (in the red box below).

GroupMe

Chats

Search chats

New Group 3:16 PM

Your name and avatar will be visible to your GroupMe contacts

Name : Yellow Team

Email : [REDACTED]

Password : [REDACTED]

Phone : [REDACTED]

Use two-step verification :

This helps keep your account secure by requiring your phone to log in.

Enable Sharing :

Token Management