Q: How do I create a new group?

A: Step 1. Click on “Create a new group” in the bottom left hand corner of the screen.

Step 2. Choose between an internal group (People who work within your business, in this case GVSU) and an external group (people outside of GVSU).
Step 3. Create a group name

Step 4. Add the members of the group

Step 5. Choose between a public or private group

**Private means only those in the group can see the group’s conversation. The group name can still be seen. In order to see the group’s conversations you must ask to join and be accepted by an administrator of the group.**
Step 6. Select Create group
Q: How do I join an existing group?

You are automatically a part of the “All Company Group”.
You can join any public group, but will need to be invited to a private group.
To join an existing public group
Step 1. Click on “Discover more groups” in the bottom left hand corner

Step 2. Scroll through and choose a group to join, or you can click “View more groups”

Step 3. Click “join” to join group
You have now joined a group!
Q: How do I remove myself from a group?

A: Step 1. On the left hand side of the screen, select the group you wish to leave.

Step 2. Roll your mouse over “Joined” on the top right hand corner of the screen

Step 3. Click “Okay” to leave the group