

## What is GroupMe?

GroupMe is a free group messaging app. It's a simple way to stay in touch with friends and family.

GroupMe works on Windows, Android, iOS, and the Web, so you can stay in touch on the go.

Even your friends without smartphones can join; add anyone from your address book, and they can jump right in and chat with the group.

## Where can I download GroupMe? **It is best to download the app**

You can download the GroupMe app for your iPhone or iPad from [the App Store](#), for your Android phone or tablet from the [Google Play Store](#), and for your Windows desktop from the [Microsoft Store](#). You can also use the [web version](#) of GroupMe on your desktop.

**Tip:** Don't have a smart phone? You can use GroupMe over [SMS](#). To get started, text START to +1 (754) 220-1847. We'll walk you through everything from there. This feature is only available in the US.

## How do I set up GroupMe?




To set up GroupMe:

1. [Download GroupMe](#) and open the app.
2. Enter your Microsoft Account details, email address, Apple Account details, or Facebook details, then select **Continue**.
3. Enter your name, set an avatar (profile picture), and create a password.
4. Check the box to indicate that you agree to the Terms of Service.
5. Check the box if you want to sync your contacts to GroupMe (if asked), then select **Continue**.
6. Enter your phone number and then select **Get PIN**. We will send you a text message containing a PIN. [What do I do if I didn't receive my PIN?](#)
7. Enter the PIN we sent to your phone into the app and select **Continue**. We will take you through a brief tutorial to get you started.

## How do I start a group in GroupMe for my COPE community?

### WindowsAndroidiOSWeb

1. In the **Chats** tab, select **New conversation**  .

2. Select **Start Group** , then enter the new group name and add a group **avatar** (profile picture), then select the **arrow** .
3. To add members, type their name, email, or phone number, or scroll through your current GroupMe contacts.
4. Select the **checkmark**  to create your group.

**How do I join or rejoin an existing group in GroupMe? For the COPE Leadership Group you will be added to the group and notified via email of this. You should see this group when you open the app. If you don't, contact COPE NoSoCo.**


### To join a group

You must be invited into a group. Anyone who is a member of the group can add you to the group from the app, or they can send you a [share link](#). Or you will have gotten a text from me in the GroupMe app.

**Note:** If the group admin has enabled Request to join, [you might need to request access to the group](#).

### To rejoin a group

If you left the group and want to rejoin:

1. Select the **Open Navigation**  menu.
2. Select the **Archive** button.
3. Select the **Chats You Left** tab.
4. Select the group you left, then select **Rejoin (Rejoin Group** on Desktop) to be added back to that group.

**Important:** If you were removed from the group, only users within the group can [add you back in](#).




## How do I add or remove members in a group in GroupMe?

In GroupMe you can add or remove members in your existing groups.

**Note:** If the group is closed, and you are not the creator, you won't be able to add or remove members. Learn more about [Closed Groups](#).



### WindowsAndroidiOSWeb

**Adding a member to an existing group in GroupMe** **Note:** if you want to add a Community Leader to the Leadership GroupMe please contact COPE NoSoCo.

1. In the group chat you want to add people to, select the group's **avatar** (profile picture), then select **Members** .
2. Select **Add members** , then search for the people you want to add by typing in their name, email, or **cell phone number**. **Note:** it is most likely you are using GroupMe to communicate during an emergency therefore you will want to use a cellphone number not email. There may be exceptions for those who do not have a cellphone or may need to be contacted in a different way.
3. Select the person's name to add them to the group, then select the **checkmark** .

**Tip:** If you have any issues trying to add someone, you can also send the person a [share link](#) to join the group.

### Removing a member from a group in GroupMe

1. In the group you want to remove people, select the group's **avatar** (profile picture), then select **Members** .
2. Select the person you want to remove, select **Remove from group**, then select **Remove** again to confirm.
3. You can also remove multiple members at one time by selecting **See more**  and select **Remove members**, then check the members you want to remove and select **Remove**.

**Note:** When you remove a user, they will not be able to re-join the group unless someone in the group invites them back in with a [share link](#) to join the group.

### How do I create a share link in GroupMe?


A share link is an easy way for you to invite people to join your group. You can send a share link via email, text message (SMS), Facebook, Twitter and more.

**Important:** If you don't have the share option, the group owner may have disabled sharing for that chat.

#### On Mobile and Desktop:

1. Select the chat you'd like to share, and then select the group's **avatar** (profile picture) in the top right corner.


**Note:** On iPad, simply select **Settings**  at the top of your group.

2. Select **Settings** .
3. Select to share:
  - **Share Link** (Windows)
  - **Share Group** (iOS)

- **Share** (Android)
4. A list of shareable places appears on your screen. Choose where you'd like to share the link.

**Note:** You can also select **Show QR Code** or **Display QR Code** for your friend to scan and join the group.

### On Web:

1. Select the chat you'd like to share, and then select the group's **avatar** (profile picture).
2. Copy the **Group Sharing** link or **Display QR Code**  .

Once you send the link, anyone who receives it can join the group. Remember, the current group limit is 5,000 members.


## What are Closed Groups in GroupMe?

When creating a group, you have the option of making a group open or closed.

- **Closed Group:** Only the group creator can add or remove people, change the group name, avatar, and topic. Non-owners will not have the membership and group settings options available to them on the group member page.
- **Open Group:** All members can add or remove people, change the group name, avatar, and topic. However, only the group creator can enable sharing and deleting the group.

### Change a group's settings to Closed or Open

Your current group chats can be changed to closed or open from the group settings.

1. Go to the group chat.
2. Select the group's **avatar** (group picture).
3. Select **Settings**  .

**Note:** On iPad, tap **Settings**  from the top of the screen.

4. Switch **Closed Group** on or off.

### Controlling former group members

Group owners in Closed Groups have an additional layer of control to block or unblock members:

1. Go to the group chat.

2. Select the group's **avatar** (group picture).
3. Select **Members**, select the **Former** tab.

**Note:** On iPad, tap **Members**  from the top of the screen.


4. From the dropdown, select **Members Who Left**, then select **Block** next to each former member's name to ban them from re-entering the group.

**Note:** The **Banned Members** and the **Removed Members** list shows previously banned or removed members. To unblock them, select **Unblock** or **Add to group** next to their name in the appropriate list.


**What if you need to Direct Message someone in GroupMe? Important:** you will want to direct message someone if the information you are sharing only pertains to you and one other person in the group. Use this to spare the whole group from a conversation between you and one other person.

Sending a Direct Message (DM) allows you to send a private message to another GroupMe user.

**To send a DM:**

1. From your chats, select **new chat** , then **Start** or **Send Direct Message**.
2. Type the name, phone number, or email address of the person you want to message, or select that person from the list.
3. Type the message and send.

**You can also send a DM from a group:**

1. Select the group's **avatar** (profile picture).
2. Select **Members** .
3. Select the person's **avatar** (profile picture) that you want to DM, then select **direct message**. You'll be redirected to a private chat with this user.

**Note:** SMS users are not able to participate in Direct Messages.

**Click on the heart symbol to “like” or acknowledge a text instead of replying “thanks” etc. Do what you can to keep texts to a minimum.**

## How do I delete or hide individual messages in GroupMe?

You can delete or hide a message or image you've sent in a GroupMe chat.

### To delete a message:


**Tip:** You have 60 minutes to delete a message after you've sent it in a GroupMe chat.

1. Select the chat you want to delete the message from.
2. Find the message you want to delete, then tap and hold on the message or click the three dots next to the message.
3. Select **Delete**, then select **Delete** again. The message will be removed for everyone and a notification will show in the chat that the message was deleted.

### To hide a message:

1. Select the chat you want to edit.
2. Find the message you want to hide, then tap and hold or right-click that message.
3. Select **Hide** or **Hide Message**.

### To show hidden messages:

1. Select the group or personal **avatar** (profile picture).
2. Select **Settings** .

**Note:** On iPad, simply select **Settings**  at the top of the group.

3. Select **Unhide hidden messages**.

Signing out and signing back in will also unhide all hidden messages.

**Note:** You cannot hide messages on GroupMe on the Web.

## How can I reinstall GroupMe?

If you're having issues with GroupMe on your mobile device or computer, you can uninstall and reinstall it.

1. Uninstall GroupMe from your device:
  - [Uninstall an iPhone/iPad app](#)
  - [Uninstall an Android app](#)
  - [Uninstall a Windows app](#)
2. Download and install the GroupMe app for your device:
  - [Get GroupMe for iPhone/iPad](#)
  - [Get GroupMe for Android](#)
  - [Get GroupMe for Windows](#)


3. Open the app and [sign in to GroupMe](#).


If you still have issues with GroupMe on your device, you [can use GroupMe on the Web](#).

### **Unlikely you will use:** How do I sync my contacts in GroupMe?

When you first open the mobile GroupMe app, you are asked if you would like to sync your contacts. If you opted not to sync your contacts, you can sync at any time from GroupMe's **Settings** menu.

1. Select the **Open Navigation**  menu.

**Note:** On iPad, if you don't have the **Open Navigation**  menu, select **Chat** at the top of the screen.


2. Select **Settings** .
3. Scroll to **Contacts** and switch **Sync Contacts (Sync contacts to server on mobile)** to on.

**Note:** You can't sync your contacts if you're using GroupMe on the web.

### How do I change a group's owner in GroupMe?

If you created a group and you want to either leave it or give control of the group to another member, you can do so. Only the current owner of the group can change the group's owner – other group members don't have the ability to do this.

#### WindowsAndroidiOSWeb

1. Select the group you created or own, then select the group **avatar** (profile picture).
2. Select **Settings** , then select **Change Owner**.

**Note:** Make sure that the new owner is already a member of the group.

3. Choose a new owner from the group's member list, then select **Yes** to confirm the ownership change.


**Important:** Keep in mind that once you've changed the group's owner, you can't undo it.

4. You'll receive a confirmation of the ownership change. Select **Ok** to dismiss the confirmation.

### How do I leave or end a group in GroupMe?

In GroupMe, you can either leave a group you were invited to or end a group chat that you created. If you leave a group, you can [rejoin the group](#) at any time.

### To leave or end the group:

1. Select the group you want to leave or end.
2. Select the group's **avatar** (profile picture), then select **Settings** .

**Note:** On iPad, tap **Settings**  at the top of the screen.

3. Scroll down and select **Leave Group** or **End Group**, then select the option to confirm.



**Important:** If you select **End Group**, you will delete the group entirely. To avoid this, you can [transfer the group's ownership to someone](#) else first.

## Advanced: What is iBeacon in GroupMe?

With iBeacon, you can add other users to a group easily if they're close by. Make sure your Bluetooth is enabled.

This is a great way to start a new group with people you're physically near, but may not be in your GroupMe contacts already!


### To start a new group and use iBeacon to add members:

1. Select **New Chat** .
2. Select **Start Group** , then choose the new group name and group avatar.
3. To add members using iBeacon, tap **Find GroupMe Users**. If you haven't previously shared your location with GroupMe, GroupMe will ask for permission to use your location.

**Note:** If you want to change permission settings after creating a group, go to **Settings > Privacy > Location Services**.

4. Select the individual close to you that you want to add to the chat.
5. Select **Done** at the bottom right corner to create your group.

### To add new members to an existing group using iBeacon:

1. Select a group chat.
2. Tap the group avatar and select **Members** .

**Note:** On an iPad, **Members**  is at the top of your group.

3. Tap **Add members**.



4. Tap **Find GroupMe Users** and select the individual close to you that you want to add to the chat.
5. Select **Done** to add them to your group.

**Do you have more questions? [Go to the website](#)**

<https://support.microsoft.com/en-us/office/getting-started-73eaf0a3-b16a-4d26-ad71-0ea69b65e54f#Category=Basics> accessed 11/3/21