

HOW DO I...? Quick guide

Setting up a Group and managing members

Groups can be any collaboration of people with common interests such as a project, sales & marketing team or even office branches in various locations.

How do I create a Group?

1. Login in
2. From the **Contacts** Menu (top right) Select **Create Group**
3. Select the Group Account that the group will belong to, OR;
 - Set up a new Group Account
4. Fill out and the form
5. Decide on who can see this group. You may wish to make it either public for everyone to see & join or private for a select few.
 - Members and invited members only; OR
 - People in my organisation (matching email domain or members of other groups in that organisation); OR
 - All - anyone
6. Create your first **Video room** for this group (you can create as many video rooms as you see fit)
7. Decide how invitation requests and call charges are handled
8. Select '**Save**'

How do I invite other people to join my group?

1. Select the group you would like to invite people to from your **My Groups** page:
 - Add the person's email address and click **invite** (multiple email addresses can be added separately by a semi-colon; OR
 - Select the person from a list of people already in your Organisation or other groups, and then click **invite**
2. Each person you invite to your group will receive a confirmation email; they must click the link within to accept or decline the invitation
3. To resend an invite or rescind it simply click on **Edit/ Delete Members** link on the left hand side while you are in the selected group's page.

How do I remove people from my group?

For this function you must be an Administrator of the group or organisation.

1. Select the relevant group from your [My Groups](#) link
2. Click '[edit / delete members](#)' in the left navigation pane

How do I assign member Roles for my group?

1. Select the relevant group from [My Groups](#)
2. Click [edit / delete members](#) from the left hand menu
3. From here you can allocate **Roles** to people in your group. You can also remove members of you group here.
4. Each role has certain privileges such as being able to '**invite others to the group**' or '**charge video call costs back to the group**'