

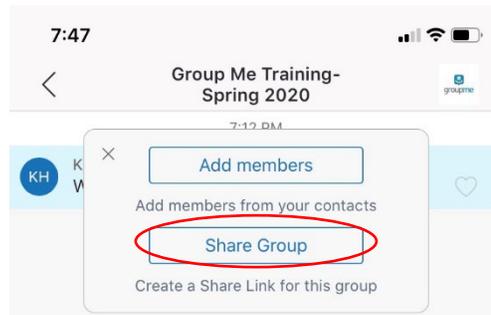


“Group Me” App-Faculty

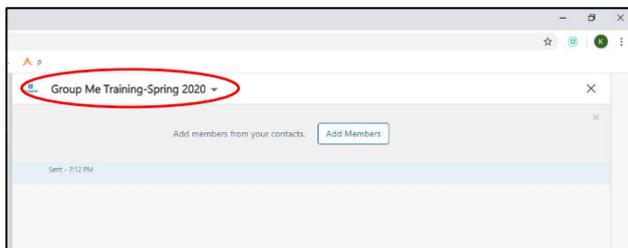
1. Download the Group Me app from your smartphone’s app store (Compatible with Android and iPhones)-
Note: You can also use the desktop version of Group Me at <https://groupme.com/en-US/>.
2. Follow prompts to set up your account-Be sure to ALLOW push notifications. You can sync your contacts if you also plan to use the app for personal use.
3. Once you are in your account, click the pencil symbol in the upper right corner to create your first group.
(I suggest creating one group for each class/section you teach.)



4. After creating your first group, you will be prompted to add members from your contact list stored on your phone. When setting this up for a class, click “Skip” to bypass this step. You will want to send your students a link to join the group so you do NOT have to share your phone number.
5. Sharing your group with students:
 - a. If you are accessing Group Me from your mobile device, click “Share Group” at the top of the window. You can either email yourself a link that you can then forward to your students from your computer, or you can email your students directly from your mobile device.



- b. If you are accessing Group Me from a desktop computer, you can find the shareable link by clicking the group name at the top of the page, then click settings. Copy and paste the link into your email window, then email to students you want to invite to that class.



6. Once members are added, you can begin sending/receiving messages with your class regarding class assignments, deadlines, etc. This is designed to be just like text messaging where you can add pictures, text, and emojis. You can also create polls, add media from the web, or send documents saved on your device.

