CREATING A GROUP AND SHARING THE LINK

Create a Group

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Follow these step-by-step instructions to create a group in the desired platform.

Step 1: Sign in to the Platform

If you don't have an account, create one by clicking on the "Sign Up" button.

Step 2: Navigate to the Groups Section

Once signed in, locate the "Groups" tab or section in the platform's navigation menu.

Step 3: Click on "Create New Group"

Within the Groups section, look for the option to create a new group. It may be labeled as "Create New Group," "Start a Group," or something similar.

Step 4: Provide Group Details

Fill in the required information for the group, such as the group name, description, and any additional settings or preferences.

Step 5: Customize Group Settings

Explore the various customization options available for the group, such as privacy settings, member permissions, and group visibility.

Step 6: Invite Members

Invite members to join the group by entering their email addresses or usernames. You may also have the option to import contacts from your phone or select members from your existing network.

Step 7: Save and Create Group

Review the group details and settings one last time. Once you're satisfied, click on the "Save" or "Create Group" button to finalize the creation process.

Add Members

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Follow the steps below to add members to your group.

Add members by number

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1. Open the group settings in the desired platform.
2. Look for the option to add members by number.
3. Enter the phone numbers of the members you want to add.
4. Click the "Add" or "Invite" button to send the invitations.

Import contacts from phone

Import contacts from phone

1. Open the group settings in the desired platform.
2. Look for the option to import contacts from your phone.
3. Follow the prompts to grant the necessary permissions.
4. Select the contacts you want to add to the group.
5. Click the "Add" or "Invite" button to send the invitations.

Set Rules

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Establishing guidelines for the group

Creating a set of rules and guidelines for the group can help ensure a positive and productive environment. Here are some steps to follow:

1. Define the purpose of the group: Clearly articulate the goals and objectives of the group to provide a clear direction for members.
2. Identify the values and principles: Determine the core values and principles that the group will adhere to. These can include respect, inclusivity, and collaboration.
3. Establish communication guidelines: Define how members should communicate with each other, including the use of respectful language and active listening.
4. Set expectations for participation: Outline the expected level of participation from members, such as attending meetings, contributing ideas, and completing assigned tasks.
5. Address conflict resolution: Develop a process for resolving conflicts within the group, including open communication and mediation if necessary.
6. Ensure accountability: Establish mechanisms to hold members accountable for their actions and commitments, such as regular check-ins and progress updates.

Generate Group Link

Generate Group Link

Follow these steps to generate a unique link for your group:

Step 1

Step 1: Access Group Settings

Go to the settings or admin panel of your group platform.

Step 2

Step 2: Find the Link Generation Option

Look for the option to generate a unique link for your group. It may be labeled as "Invite Link" or "Group Link".

Step 3

Step 3: Generate the Link

Click on the "Generate Link" button or similar action to create a unique link for your group.

Step 4

Step 4: Copy and Share the Link

Once the link is generated, copy it and share it with the desired members of your group.

Share Link Via Socials

Share the Group Link

Spread the word about your group by sharing the unique group link through various social media platforms.

Facebook

Click the Facebook icon below to share the group link on Facebook.

Twitter

Click the Twitter icon below to tweet the group link.

LinkedIn

Click the LinkedIn icon below to share the group link on LinkedIn.

Instagram

Click the Instagram icon below to share the group link on Instagram.

WhatsApp

Click the WhatsApp icon below to share the group link on WhatsApp.

Telegram

Click the Telegram icon below to share the group link on Telegram.