

# Sign up for GroupMe - Text

This is the process to download and signup for GroupMe.

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## 1 Download The App

You can find the app by going to the Google Play Store or the Apple App Store on your phone or tablet.

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## 2 Login/Signup

To sign up or to login if you already have an account select one of the apps to connect to such as Facebook or LinkedIn or enter your email address.

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## 3 Registration Information

If you have never had a GroupMe account then the next step will ask you for a password. Enter a password you would like and check both boxes to accept the Terms of Service and Sync Contacts to Find Friends. This is important for interacting with NLC.

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## 4 Verify Cell Phone

The next prompt will ask you to verify your cell phone number. Just click on "Use this phone number". Then you will receive a text with a 4 digit pin to enter in the next screen.

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## 5 Enter Pin

On the next screen enter the pin that GroupMe texts to your phone

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## **Allow Access To Contacts**



Once you have verified your number, a popup will display asking for your permission to access your phone's contacts so it can show you which of them are on GroupMe. After that everything is setup. If you are a Group Leader then please proceed to Step 7. If you aren't a Group Leader you are all done.

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## **Create a new group**



To Create a new group click on the + button on the bottom right of the screen.

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## **Start Group**



Click on the Start Group button.

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## **Type in group name and logo**



Type in a name for the group and upload a logo for the group then hit the next button.

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## **Find Contacts**



Next you can identify people to add to the group by entering their name, email, and phone number or by selecting them from your existing contact. Just start typing the name and any matches will show up. Select the name and they will be added to the group. Continue adding names until you are done the select Next.

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## **All Done!**



You are then all done. From here you will be able to send and receive messages from everyone in your group.

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