

# Groups.io

## Getting Started Guide

### for

## Group Members



# Contents

Introduction to Groups.io for Group Members.....	3
Managing your Groups.io account .....	3
Managing your group subscription .....	3
Sending and reading messages .....	3
Exploring a group's web features .....	4

## Introduction to Groups.io for Group Members

Groups.io provides people who share common interests with an ad-free platform for communicating with each other through email groups and group websites.

Three levels of plans are available in Groups.io: Free, Premium (paid; however, a free trial is available), and Enterprise (paid). Free groups provide only basic functions related to sending, storing, and managing messages. Premium and Enterprise groups provide additional collaboration features such as calendars, databases, and wikis.

Depending on the plan level of the group and the features and permissions enabled by the group's owner, members of a Groups.io group can:

- Send messages to the group either through the group's website or by email.
- Use the group's web-based collaboration features:
  - Calendar
  - Chats (similar to chat rooms on other platforms)
  - Files
  - Databases
  - Photos
  - Polls
  - Wiki

For more information about the features and benefits of Groups.io, see the [Features](#) page on the Groups.io website. You can also [view an Overview video](#).

## Managing your Groups.io account

If you are new to being a member of a group hosted by Groups.io, see these topics in the Group Members Manual for information about managing your Groups.io account :

- About Groups.io accounts
- Logging in to your account
- Displaying your account settings
- Setting, changing, or deleting your password
- Setting your language, time, and date display preferences
- Customizing your account profile and group profiles

## Managing your group subscription

If you are new to being a member of a group hosted by Groups.io, see these topics in the Group Members Manual for information about managing your subscription to a group:

- About joining groups
- Receiving a notice that you were added to a group
- Responding to an invitation to join a group
- Confirming your subscription
- Subscription page

## Sending and reading messages

If you are new to being a member of a group hosted by Groups.io, see these topics in the Group Members Manual for information about sending and reading group messages:

- Using email to send or reply to group messages
- About message footers
- Controlling how much email you receive from a group
- Seeing copies of your own messages that you email to groups
- Using the group's website or app to post new topics or reply to existing messages
- Viewing topics and messages on group websites

## **Exploring a group's web features**

Depending on the level of the group and the features and permissions enabled by the group's owner , a group might have some web-based collaboration features. If you are new to the web features of a group hosted by Groups.io, see these topics in the Group Members Manual:

- Viewing a group's calendar
- About group chats
- Viewing databases
- Viewing files
- Viewing photos
- About the Polls feature
- Viewing a group's wiki
- Directory of members' profiles
- Member list

**Copyright © 2025 Groups.io**