Getting Started with PWP Groups.io

Invitation Email

- An email will be sent to the address that you use for your PWP membership.
- Click on "Accept the Invitation"
- **If you have not received an invitation to subscribe, please send an email to members+owners@PWP.groups.io**

Hello,

You have been invited by Professional Women Photographers to join the Groups.io group *Members@PWP.groups.io*.

If you have questions about this invitation, send them to **Members+owner@PWP.groups.io**.

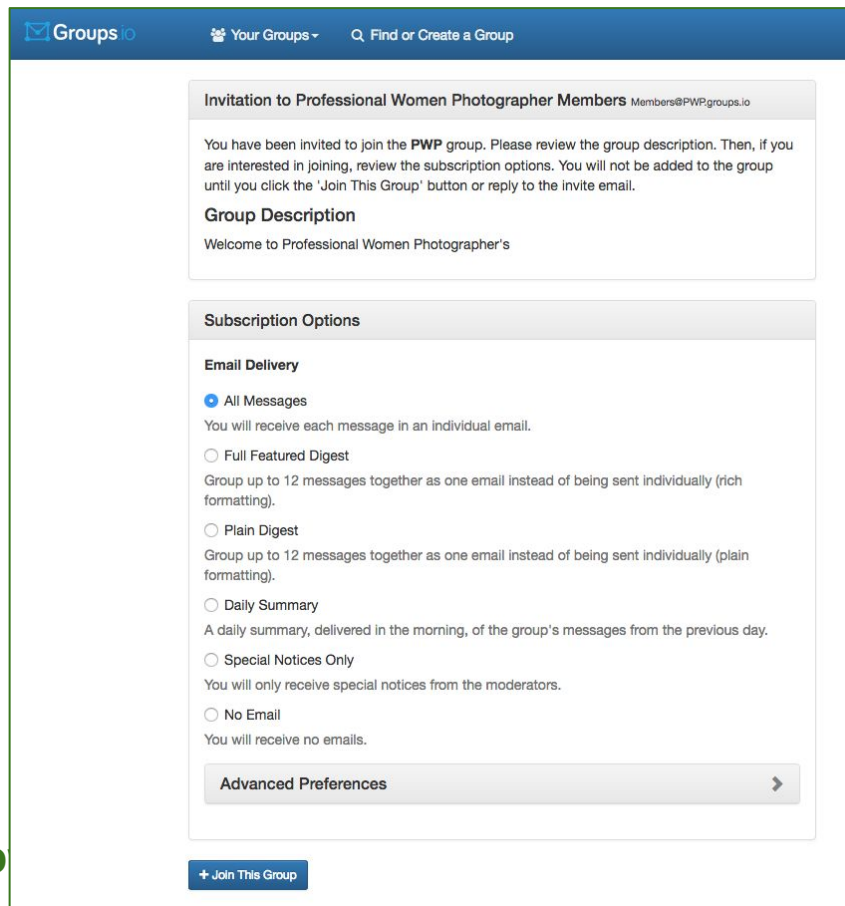To accept the invitation, please reply to this email, or you may accept the invitation on the website.

If you are not interested, or if PhotoGirl123@gmail.com is not your email address, please ignore this email.

Cheers,
The Groups.io Team

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Subscription Options

- When you've clicked on "Accept the Invitation" in your invitation email, you will be taken to a page where you can set your subscription preferences.
- This allows you to control how many emails you receive from the group.

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Your Groups.io Homepage

- Once you've set your
  email preferences you'll
  be taken to your
  Groups.io homepage
  where you can access
 the Groups.io features
  and tools.

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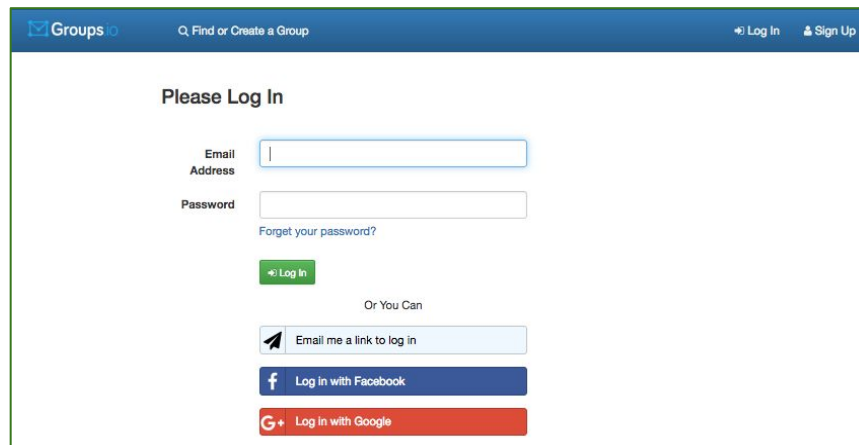
Creating a Password

- You don't have to create a password to send and receive messages on Groups.io but without a password you will not have access to all the features of the site.
- To create a password, click on your name in the upper right of the website then click on "Account"
- Enter a password and click "Set Password"

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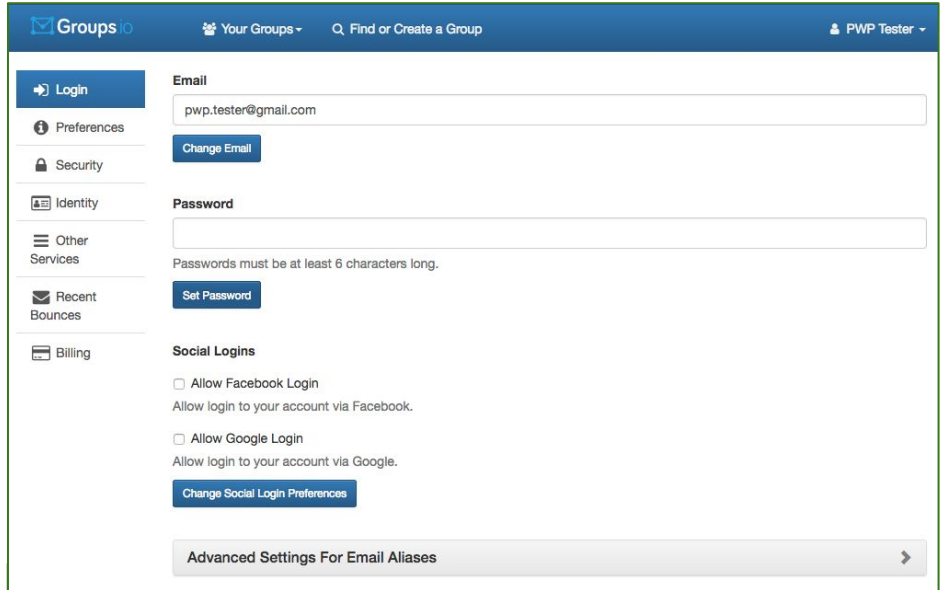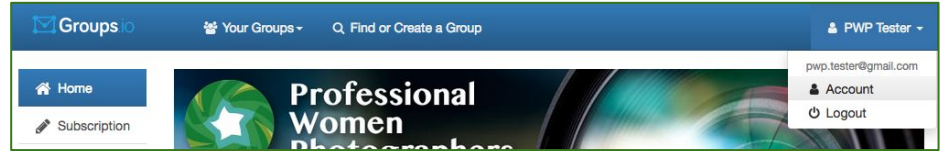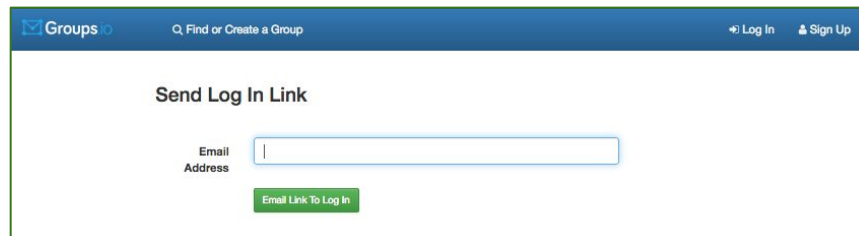
Logging In Without a Password

- If you want to use all features of the site without creating a password, you can have a link emailed to you to "log in."
- Click on the "Log In" link in the upper right of the website
- Click on "Email me a link to log in"
- Enter your email address and click the "Email Link to Log In" button.
- You will receive an email with a link to click and be logged in.

The link will only be active for 30 minutes. If the link expires, you can request another one.

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Completing Your Profile

- To complete your Groups.io profile, click on your name in the upper right of the website then click on "Account"
- Then click on the "Identity" button in the left panel of that page
- You can edit your Account Profile and these changes would apply to all groups that you are a member of on Groups.io or you can edit your Group Profile which would apply only to that group.
- Click on "Edit" for the profile that you want to update and enter your profile information.

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Group Emails

- Each time a new discussion is started or someone responds on a topic an email is sent to each group member based on their subscription option.
- You can use the links in these emails to participate in the discussion or update your preferences.
- You can respond to a message on the website, by replying to the email or by clicking on one of the reply links within the email.
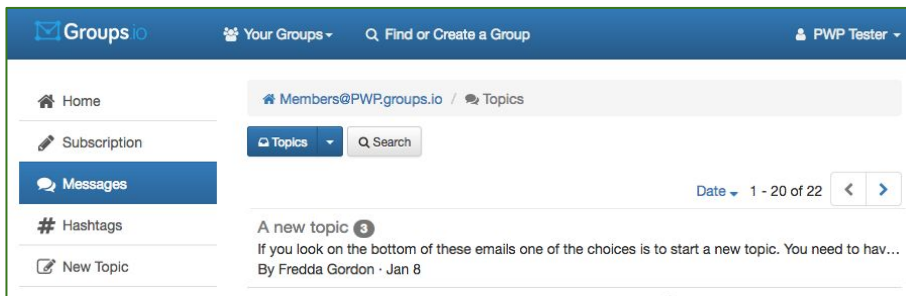
If you look on the bottom of these emails one of the choices is to start a new topic. You need to have a login to do it but if you click on that and log in a window will come up.

Also, if you don't have a log in, or if you want to do it this way, you can send an email anytime to main@pwp.groups.io and that should work to start a new topic.

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Groups.io Links:
You receive all messages sent to this group.
View/Reply Online (1) | Reply To Group | Reply To Sender | Mute This Topic |
New Topic
Change Your Subscription
Group Home
Contact Group Owner
Terms Of Service
Unsubscribe From This Group

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Starting a New Topic

- Before starting a new topic, we recommend that you review the discussions already in Groups.io to avoid duplication.
- There are two ways to start a new discussion
  1. Click on "New Topic" when on the Groups.IO homepage or
  2. Send the message to the group in an email to members@pwp.groups.io. This email will become the first message in your discussion thread.

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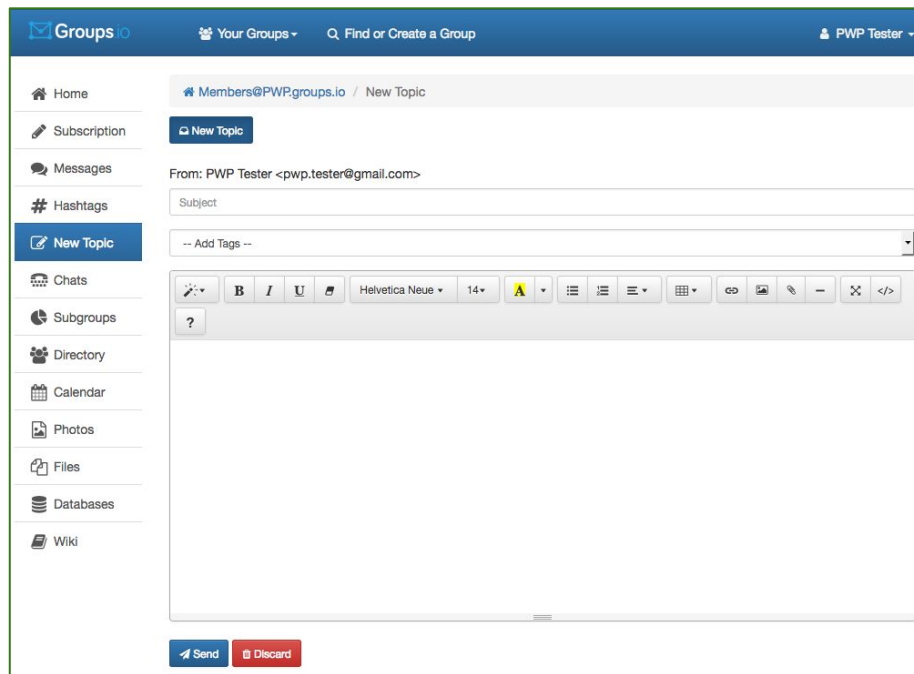
Have Questions?

Important Email Addresses

- **Post:** Members@PWP.groups.io
- **Subscribe:** Members+subscribe@PWP.groups.io
- **Unsubscribe:** Members+unsubscribe@PWP.groups.io
- **Group Owner:** Members+owner@PWP.groups.io
- **Help:** Members+help@PWP.groups.io

For comprehensive FAQs that go into more details about how to use Groups.io and further manage your subscription, please go to the Groups.io Wiki or https://pwp.groups.io/g/Members/wiki/FAQs

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