



Getting Started with PWP Groups.io



Professional Women Photographers | 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.

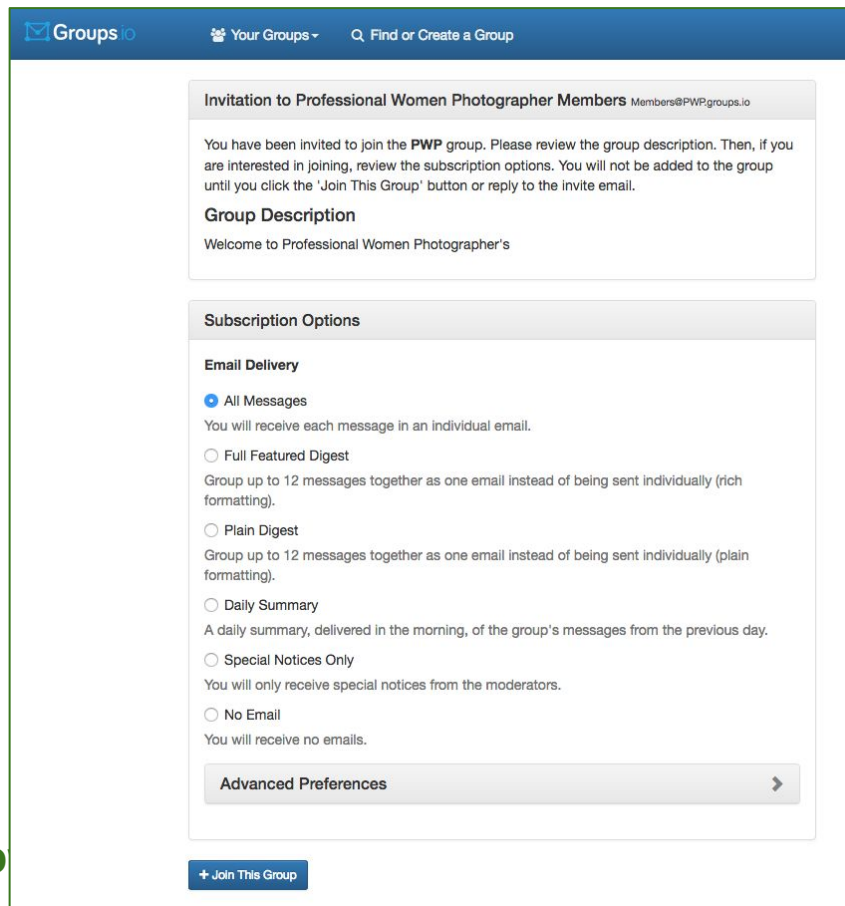
If you are not interested, or if PhotoGirl123@gmail.com is not your email address, please ignore this email.

Cheers,
The Groups.io Team



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.



The screenshot shows the Groups.io interface for the "Professional Women Photographers" group. At the top, there's a navigation bar with the Groups.io logo, "Your Groups" dropdown, and a search bar. Below this, the page title is "Invitation to Professional Women Photographer Members" with the email address "Members@PWPgroups.io". The main content area is divided into two sections: "Group Description" and "Subscription Options".

Group Description
Welcome to Professional Women Photographer's

Subscription Options

Email Delivery

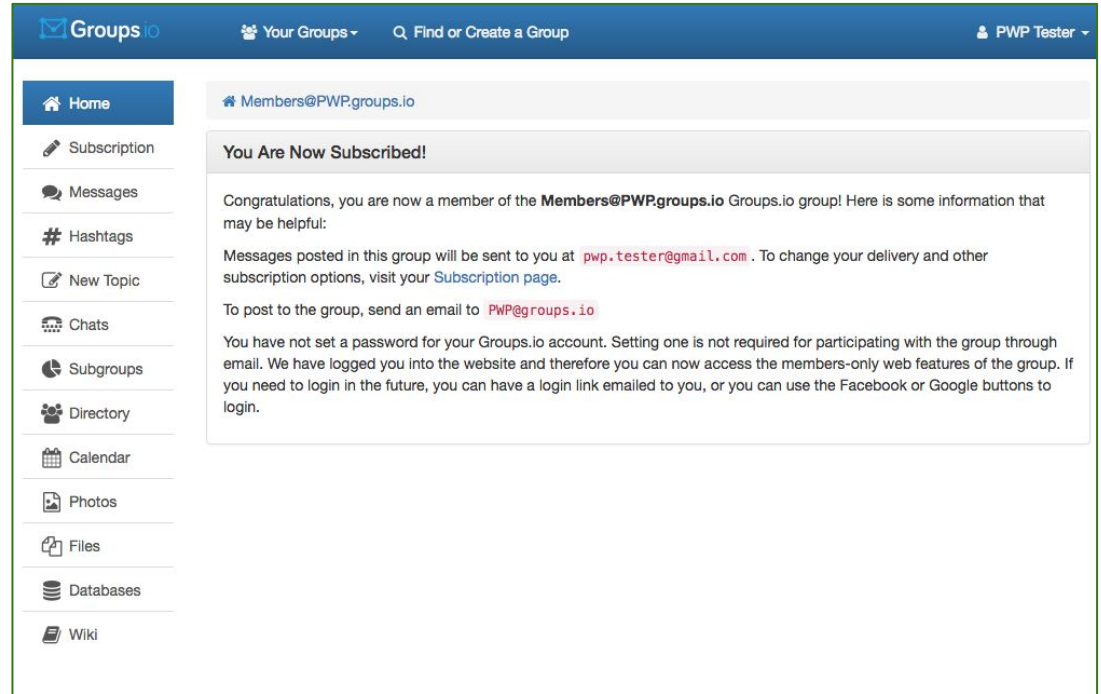
- All Messages
You will receive each message in an individual email.
- Full Featured Digest
Group up to 12 messages together as one email instead of being sent individually (rich formatting).
- Plain Digest
Group up to 12 messages together as one email instead of being sent individually (plain formatting).
- Daily Summary
A daily summary, delivered in the morning, of the group's messages from the previous day.
- Special Notices Only
You will only receive special notices from the moderators.
- No Email
You will receive no emails.

At the bottom of the subscription options section, there is a button labeled "Advanced Preferences" with a right-pointing arrow. Below the entire content area, there is a blue button labeled "+ Join This Group".



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.

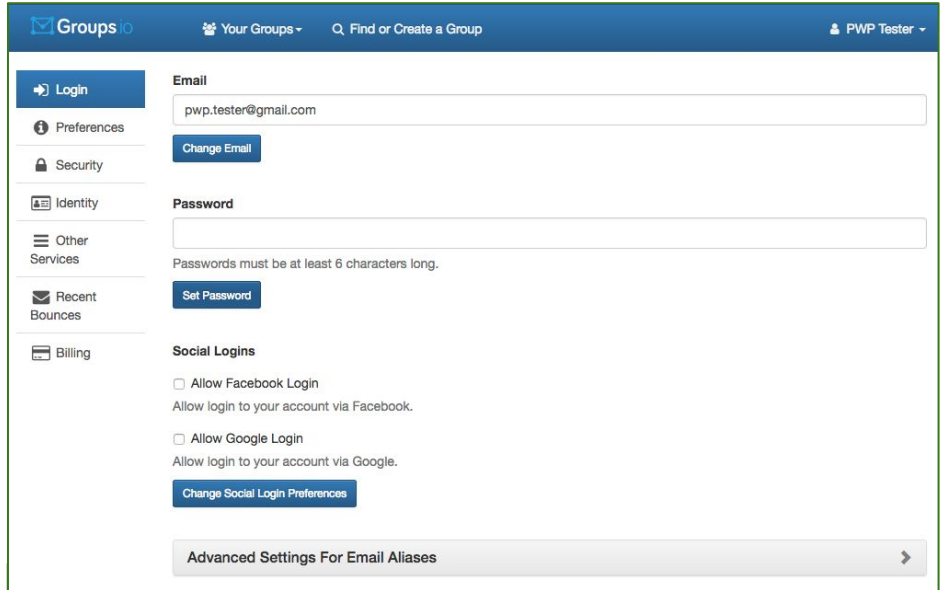
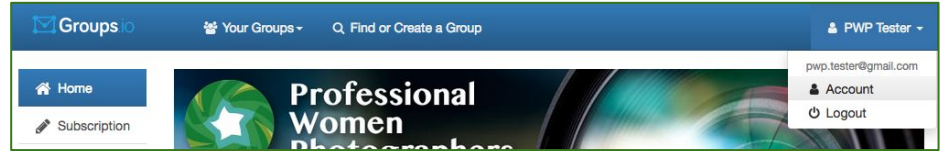


The screenshot shows the Groups.io interface for the 'Members@PWPgroups.io' group. The top navigation bar includes the Groups.io logo, a 'Your Groups' dropdown menu, a search bar for finding or creating groups, and a user profile for 'PWP Tester'. A left sidebar lists various features: Home, Subscription, Messages, Hashtags, New Topic, Chats, Subgroups, Directory, Calendar, Photos, Files, Databases, and Wiki. The main content area displays a 'You Are Now Subscribed!' notification. The notification text reads: 'Congratulations, you are now a member of the **Members@PWPgroups.io** Groups.io group! Here is some information that may be helpful: Messages posted in this group will be sent to you at pwp.test@gmail.com. To change your delivery and other subscription options, visit your [Subscription page](#). To post to the group, send an email to PWP@groups.io. You have not set a password for your Groups.io account. Setting one is not required for participating with the group through email. We have logged you into the website and therefore you can now access the members-only web features of the group. If you need to login in the future, you can have a login link emailed to you, or you can use the Facebook or Google buttons to login.'



Creating a Password

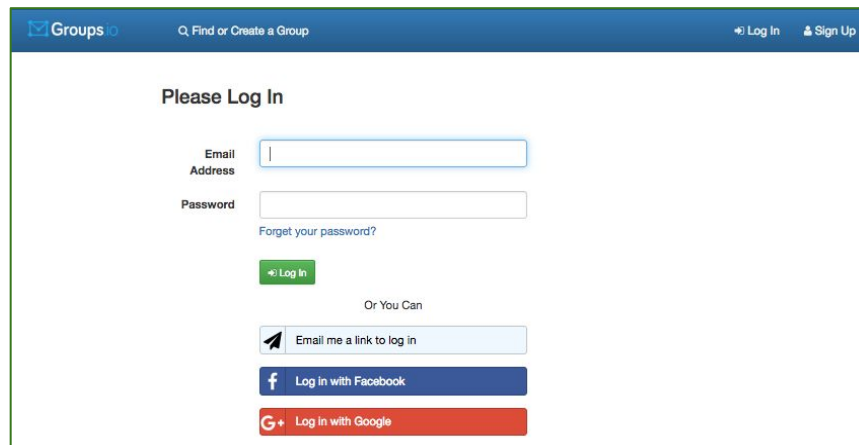
- You don't have to create a password to send and receive messages on Groups.io but without a password you will not have access to all the features of the site.
- To create a password, click on your name in the upper right of the website then click on "Account"
- Enter a password and click "Set Password"



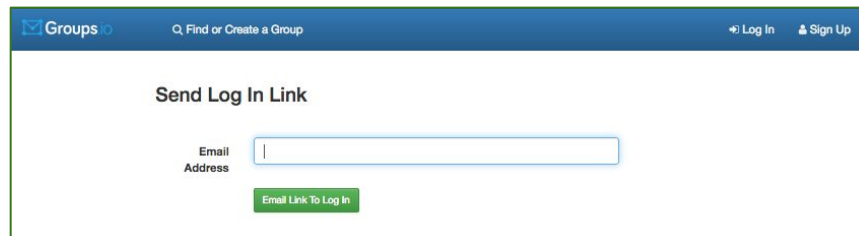
Logging In Without a Password

- 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.



The screenshot shows the 'Please Log In' page on Groups.io. At the top, there is a navigation bar with the Groups.io logo, a search bar for 'Find or Create a Group', and links for 'Log In' and 'Sign Up'. The main content area is titled 'Please Log In' and contains a form with two input fields: 'Email Address' and 'Password'. Below the password field is a link for 'Forgot your password?'. A green 'Log In' button is positioned below the form. Underneath, the text 'Or You Can' is followed by three social login options: 'Email me a link to log in' (with an envelope icon), 'Log in with Facebook' (with the Facebook logo), and 'Log in with Google' (with the Google logo).



The screenshot shows the 'Send Log In Link' page on Groups.io. It features the same top navigation bar as the previous page. The main content area is titled 'Send Log In Link' and contains a single input field for 'Email Address'. Below the input field is a green button labeled 'Email Link To Log In'.



Completing Your Profile

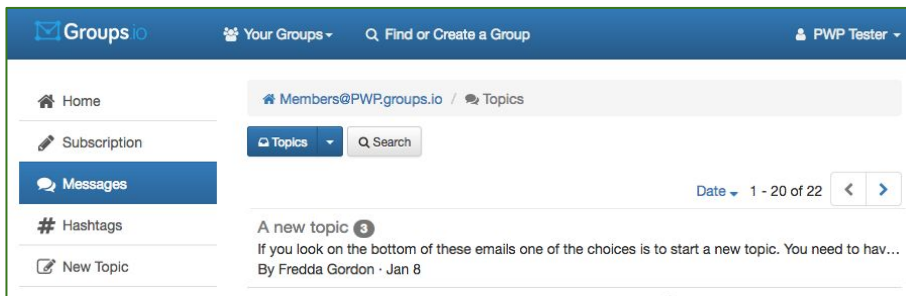
- To complete your Groups.io profile, click on your name in the upper right of the website then click on “Account”
- Then click on the “Identity” button in the left panel of that page
- You can edit your Account Profile and these changes would apply to all groups that you are a member of on Groups.io 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.

The screenshot shows the Groups.io account profile editing interface. At the top, there's a navigation bar with 'Groups', 'Your Groups', and a search bar. The user's name 'PWP Tester' is in the top right. Below the navigation bar, there's a banner for 'Professional Women Photographers'. The main content area is divided into a left sidebar and a main form. The sidebar has links for 'Login', 'Preferences', 'Security', 'Identity' (highlighted), 'Other Services', 'Recent Bounces', and 'Billing'. The main form contains a warning message about profile changes, followed by sections for 'Profile Photo', 'User Name', 'Display Name', 'Profile Privacy', 'About Me' (with a rich text editor), 'Your bio', 'Location', and 'Website'. An 'Update Account Profile' button is at the bottom.



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.

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](#)

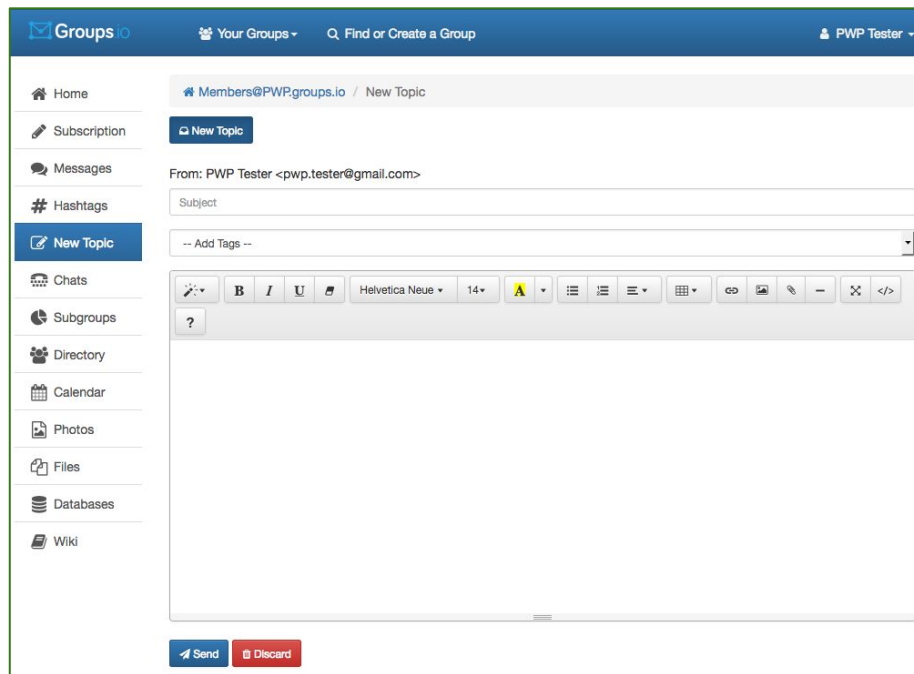
[Terms Of Service](#)

[Unsubscribe From This Group](#)



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.



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>

