VoiceThread QuickGuide: Groups and Contacts

Overview
Use this document if a VoiceThread has been created and is ready to be shared with others. VoiceThread Group feature allows a safe and easy sharing of VoiceThreads with a group. Adding contacts allows users to share VoiceThreads securely with individuals who can view, comment on, or edit a VoiceThread based on the permissions given.

How to Access the Sharing Setting Page
1. Navigate to the VoiceThread homepage
2. Click on the email address in the top-right corner of the page.
3. Select “Groups and Contacts” from the menu.

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Creating Groups
As an instructor, you can create groups in your course to moderate the access and permissions of your VoiceThread for the different groups.
1. Navigate to Groups and Contacts page.
2. Click +Group at the top of the page. (Figure 1)
3. Give your Group a name and a description and click **Create Group**. (Figure 2)

![Create new Group](image1)

**Figure 2**

4. Select or upload a banner image for that Group. Click **OK**. (Figure 3)

![Select the header for this group](image2)

**Figure 3**

5. The new group will show in the group list on the left side of the Groups and Contacts page.

**Note:** After a group is created, the creator needs to add members to the group. See the following section for how-to.

### Adding Members to a Group

To add to a Group manually, follow these steps:
On the **Groups and Contacts** page. (Figure 4)

1. Click on **My Contacts** to see all the existing contacts, or click on a Group name to see the members of that Group. A list of names that belong to that group will appear on the right side of the page. (Figure 4)

2. Click on the names of any person in order to add them to a Group. (Figure 5)

3. Drag and drop the selected member to the group. (Figure 5)
Additionally, a sign-up link can be created and shared. To create a sign-up link for the Group, go to the **Groups and Contacts** page. (Figure 6)

1. Click on the Group name listed on the left side of the page. (Figure 6)
2. Click the **Group Sign-up Link** button in the top-right corner. (Figure 6)

![Figure 6](image)

3. Click **Copy Link**. (Figure 7)
4. Paste the link in a convenient location for the members of the group.

![Figure 7](image)

**Editing a Group**

The person who created a Group can edit its name, description, and banner image at any time.
On the **Groups and Contacts page**. (Figure 8)

1. Click on the **Group** name.
2. Click on the **Overview** on the right.
3. Make edits.
4. Click **Save** at the bottom of the page.

![Figure 8](image)

**Removing Members from a Group**

The creator of a group can remove members from the group. He or she also can leave any group that he or she wishes to. (Figure 9)

1. Access the **Groups and Contacts** page.
2. Click on the name of the **Group** on the left.
3. Click on the names of the people to be removed on the right. Click on your own name if you would like to leave a **Group** that you do not own.
4. Click **Remove**.
Note: The creator cannot remove himself or herself from a Group that he or she owns. He or she would have to delete that Group instead.

Deleting a Group

When a group is no longer needed, the creator can delete it. This will not delete any VoiceThreads or accounts; it will only remove the sharing permissions for the VoiceThreads that have been shared within the group.

On the **Groups and Contacts** page (Figure 10).

1. Click the name of the group.
2. Click **Overview**.
3. Click the red **Delete** button.
4. Confirm by clicking **Delete Group**.

Figure 9

Figure 10
Adding Contacts

On the **Groups and Contacts** page (Figure 11)

1. Click on **My Contacts**.
2. Click **Add New Contacts**.

3. Enter the contact’s email address, full name, and any tags to help find that person later (optional) (Figure 12).
4. Click **Save**.

**Figure 11**

**Figure 12**

**Note:** It is important to verify that the person being added as a contact already has a VoiceThread account.