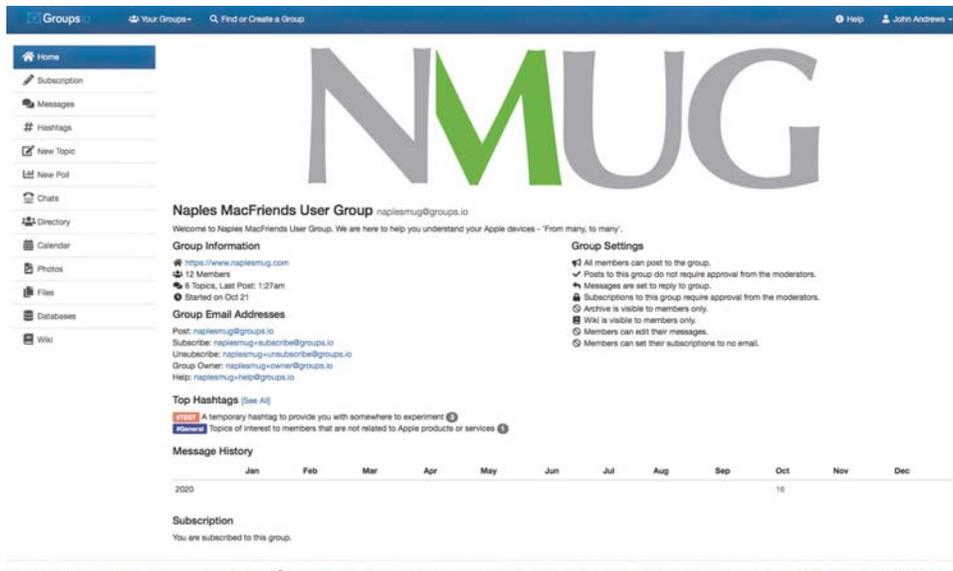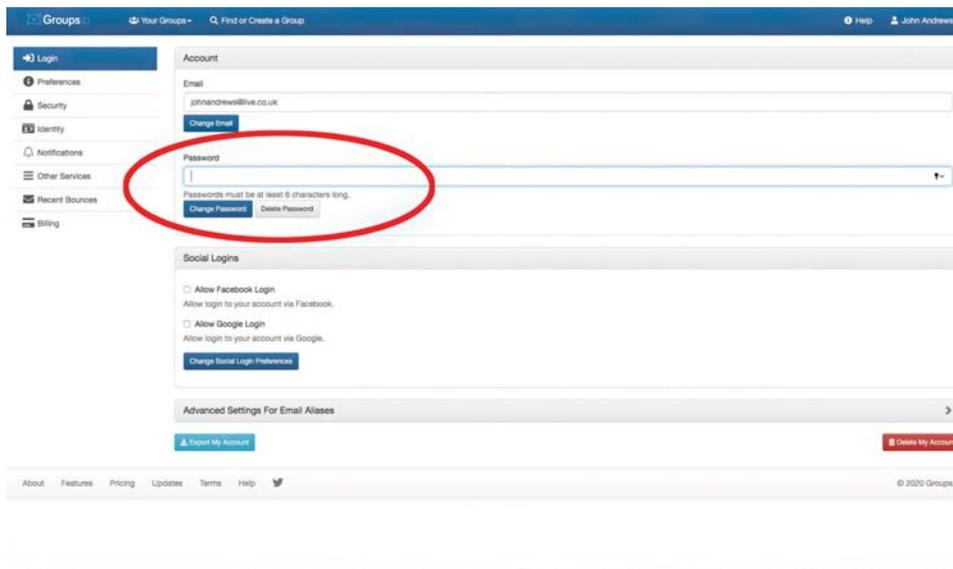# PART TWO - THE GROUPS.IO WEBSITE

1: Creating an Account within 24 hours of receiving an invitation to join:

Because we have registered you with **groups.io** all you need to do to finish creating your account (which will enable you to visit the site in future) is add a password. Using the '**this link**' in the '**added to groups.io**' e-mail you received will take you to a page that looks something like this:
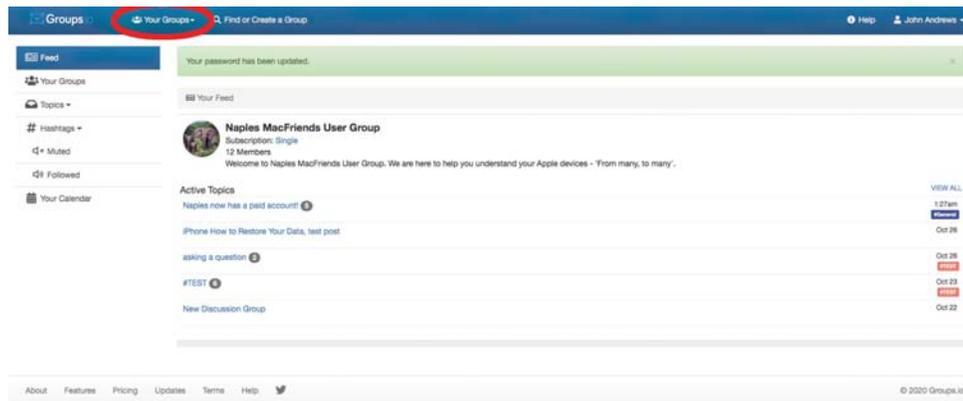

In the top right hand corner you will see your name. Click on it, and a drop-down menu will appear from which you need to select '**Account**'. This will take you to a page where you can add a password of your choice (minimum 6 characters):
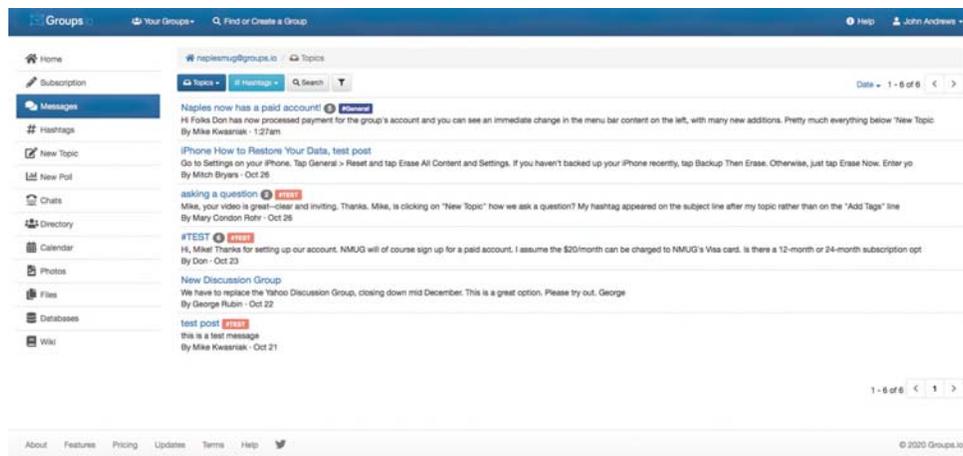
Click on '**Change Password**'.
You will return to the main page where you need to click on '**Your Groups**' towards the left
end at the top of the page:

From the drop-down menu that appears, you can select '**Naples MacFriends User Group**'
and you will be taken to the **Messages** panel of our site:

Look around. This is where all posts in the future can be found. You'll notice that there is a
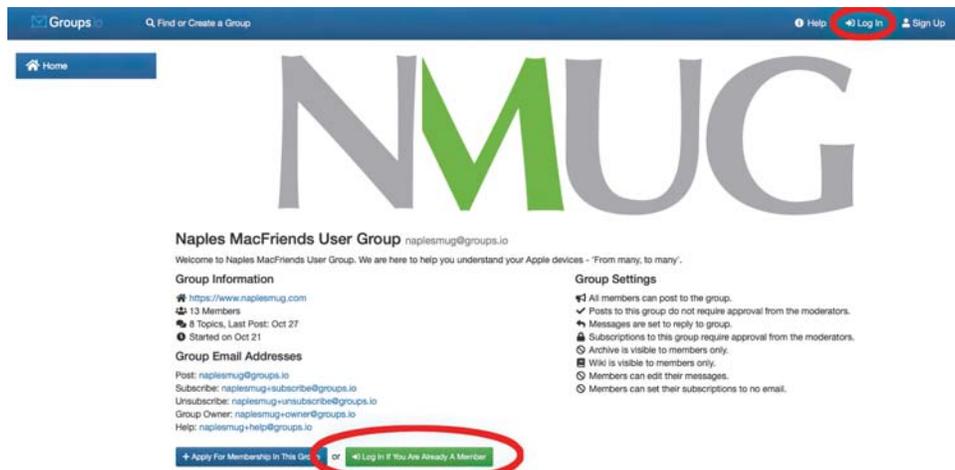'**Search**' button, if there was something specific you were looking for.

2: Creating an account if the twenty four hour period of receiving your invitation has expired:

For security reasons, **groups.io** only recognises you as a signed-in member for a period of 24 hours after your invitation is generated. If this 24 hour window has passed, this is how you sign in:
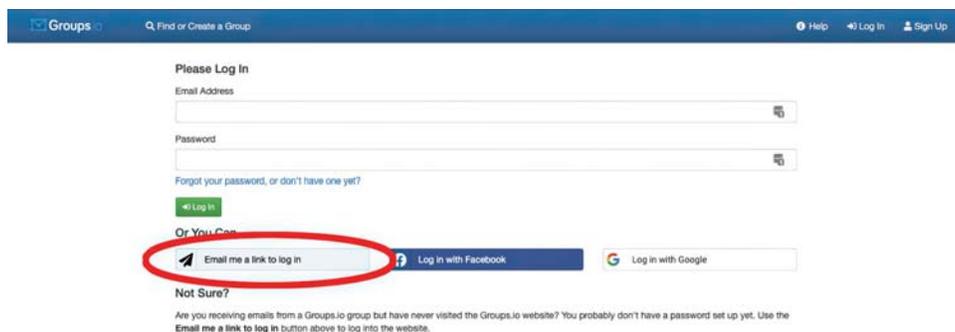
First of all, visit the NMUG **groups.io** site:

https://groups.io/g/naplesmug

In the top right hand corner is a '**Log-in**' button with a drop-down menu. Click on the '**Log In**' button (not the sign-up button). Alternatively, click on the green '**Log in if you are already a member**' button towards the bottom of the screen:
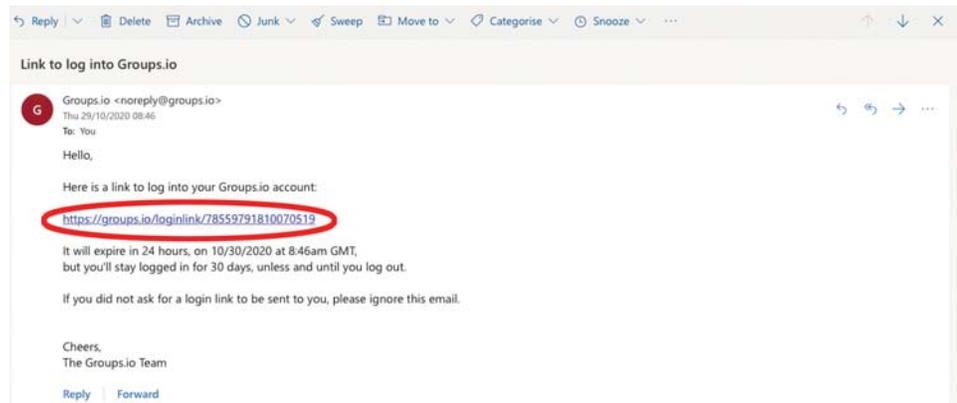

On the next screen, click on the '**E-mail me a link to log in**' button:
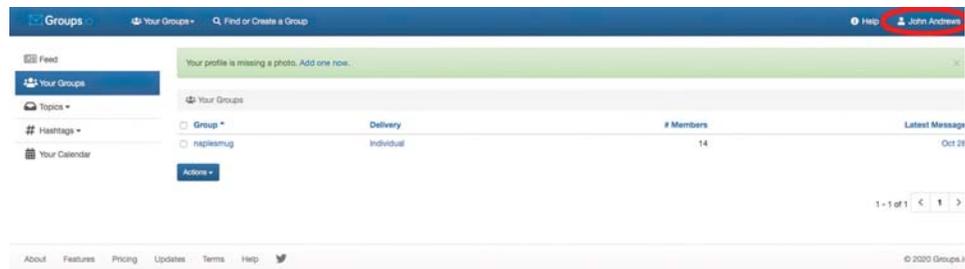
Fill in your e-mail address (it must be the same address we sent your invitation to):
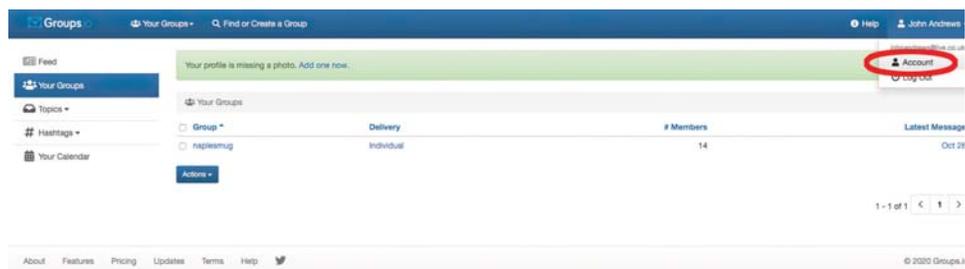

Click on '**email me a link**" and **groups.io** will send an e-mail to your inbox:
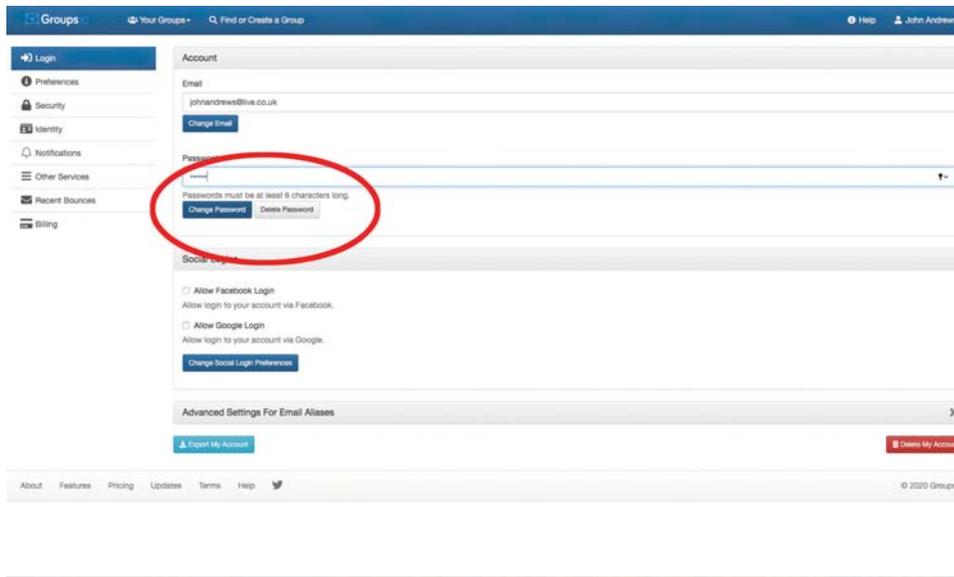

Click on the link and you will be taken to the **groups.io** website, where you need to click on your name, top right:

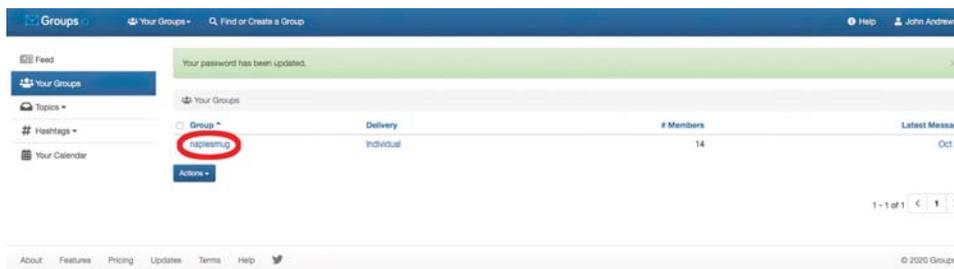A drop-down menu will appear. Click on '**Account**':

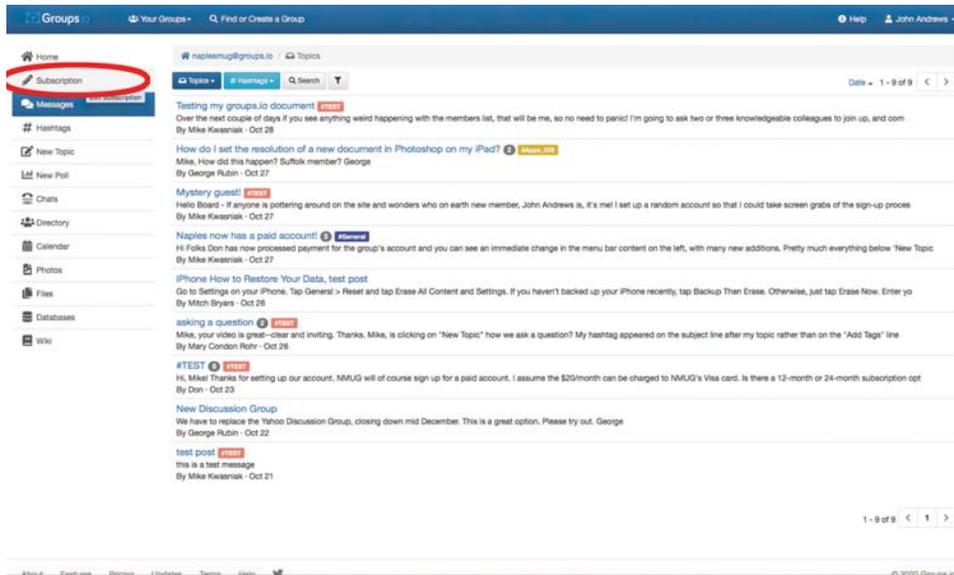You will be taken to a page where you can create a password:

After creating your password you will be taken to a page where you can join the site:
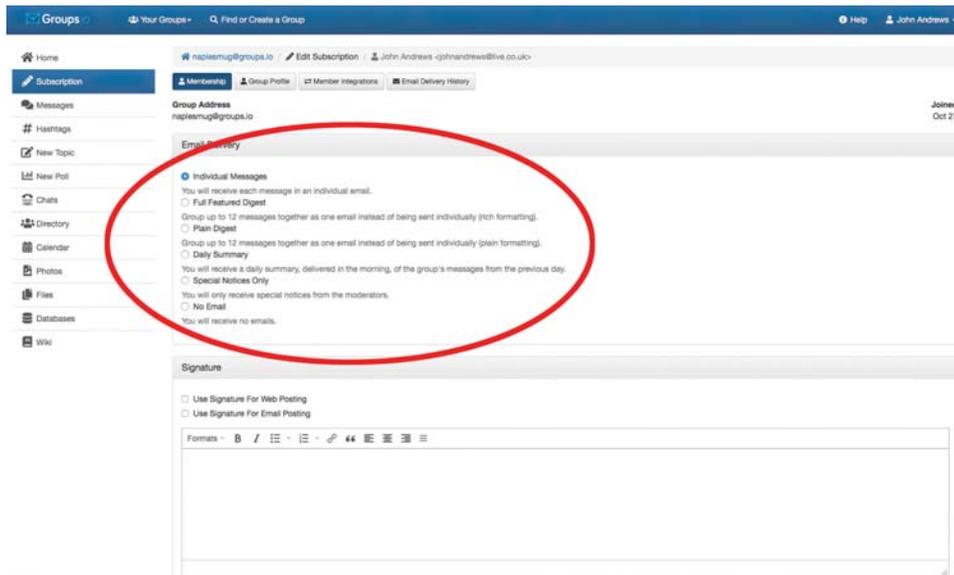

Just click on '**Your Groups**' in the left menu bar (circled) and choose **naplesmug**:

Finally… (phew, there are a lot of steps!), click on '**Subscription**' in the left column:

And decide how you would like your mail delivered:

You can choose to have each post sent direct to your mailbox every time someone posts, or you may prefer bundles delivered less frequently, or daily. We recommend you don't choose '**No E-Mail**' as that would mean if you ever asked a question, you wouldn't receive any replies! We have set the default to 'Daily Delivery', so you will receive one post from the board each morning, containing all the previous day's posts. You can, of course, change this if you would like to.