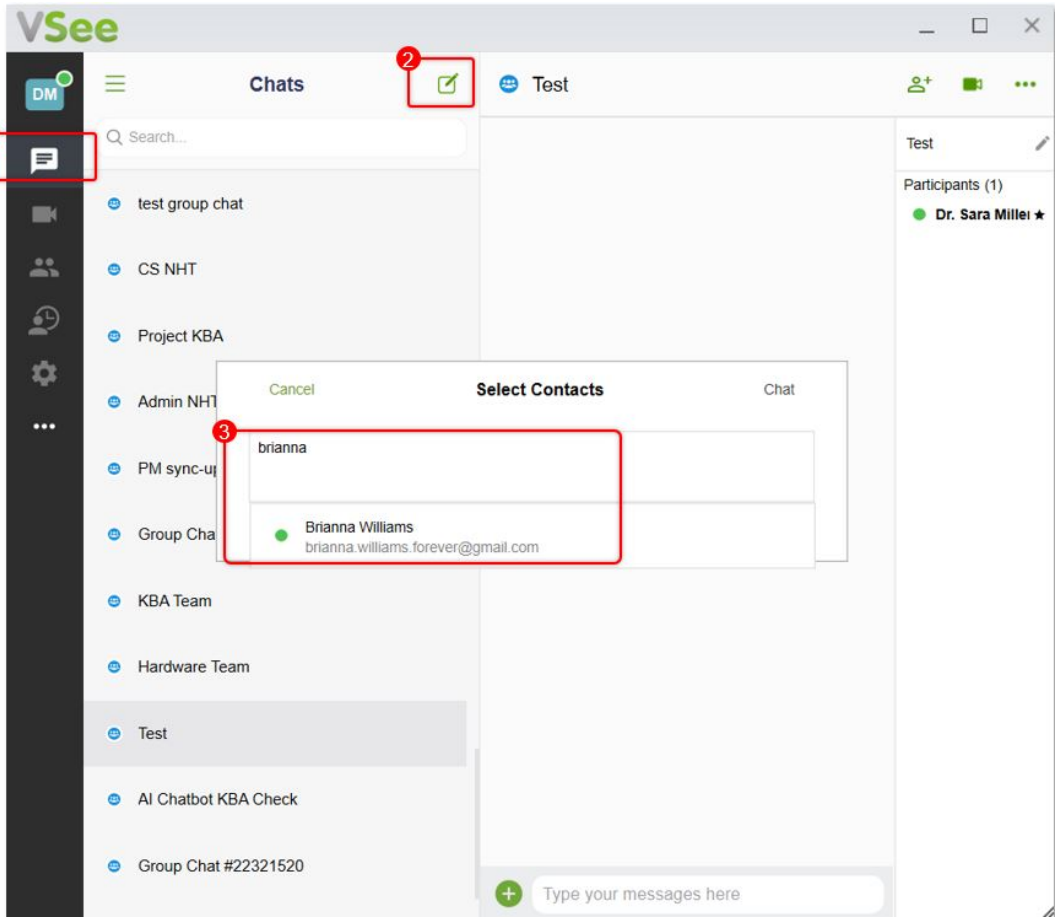
How to Manage Group Chats on VSee Messenger App

Jay-lleen (Ai) - 2024-10-07 - VSee Messenger (Providers and Patients)

How to Create a Group Chat and Add Users

1. Click on **Chats**.
2. Click on the **Start New Chat** icon.
3. A pop-up window will appear. Type in the names of the users you want to add to the group chat. Search and select the users one by one.



Note: Make sure they are already added to your Contacts so their names are searchable.

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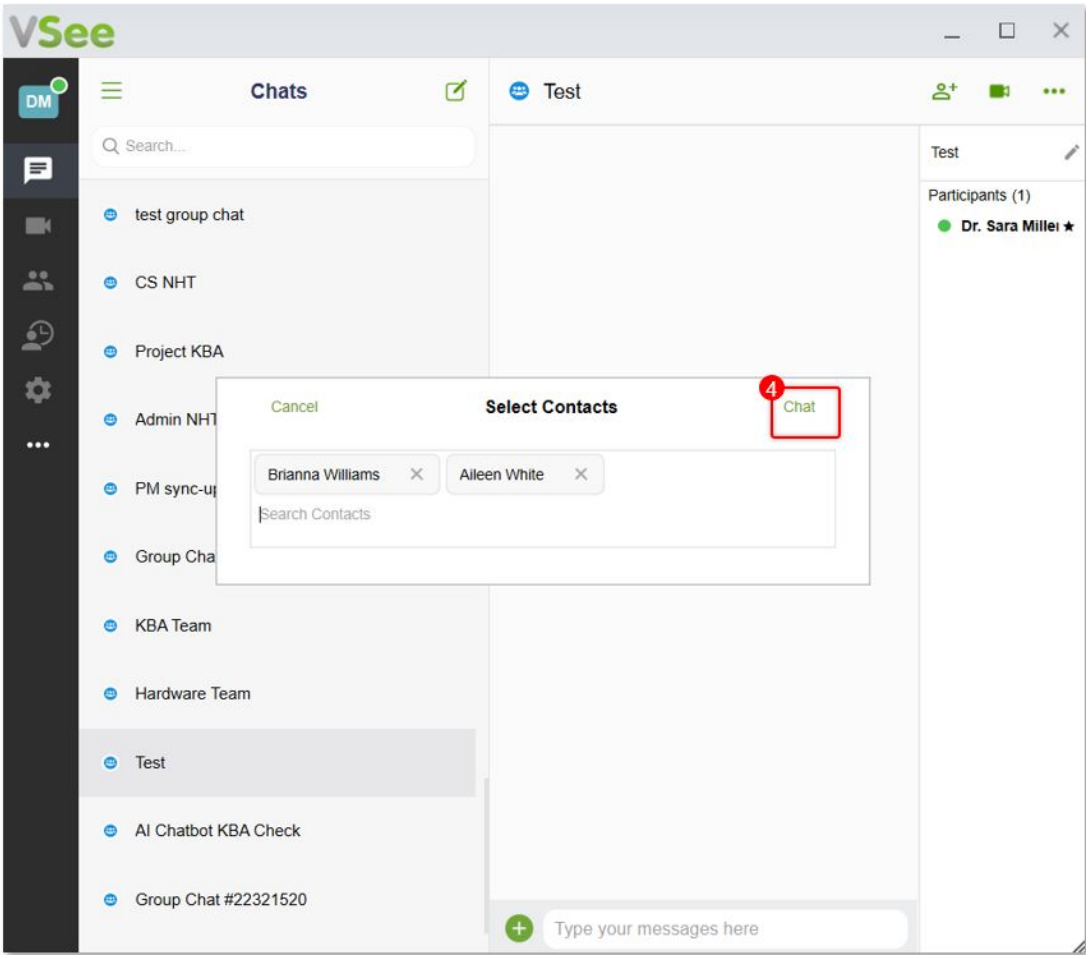
1. Click on **Chat**.



Note: You must add at least 2 other users or more to create a group chat.

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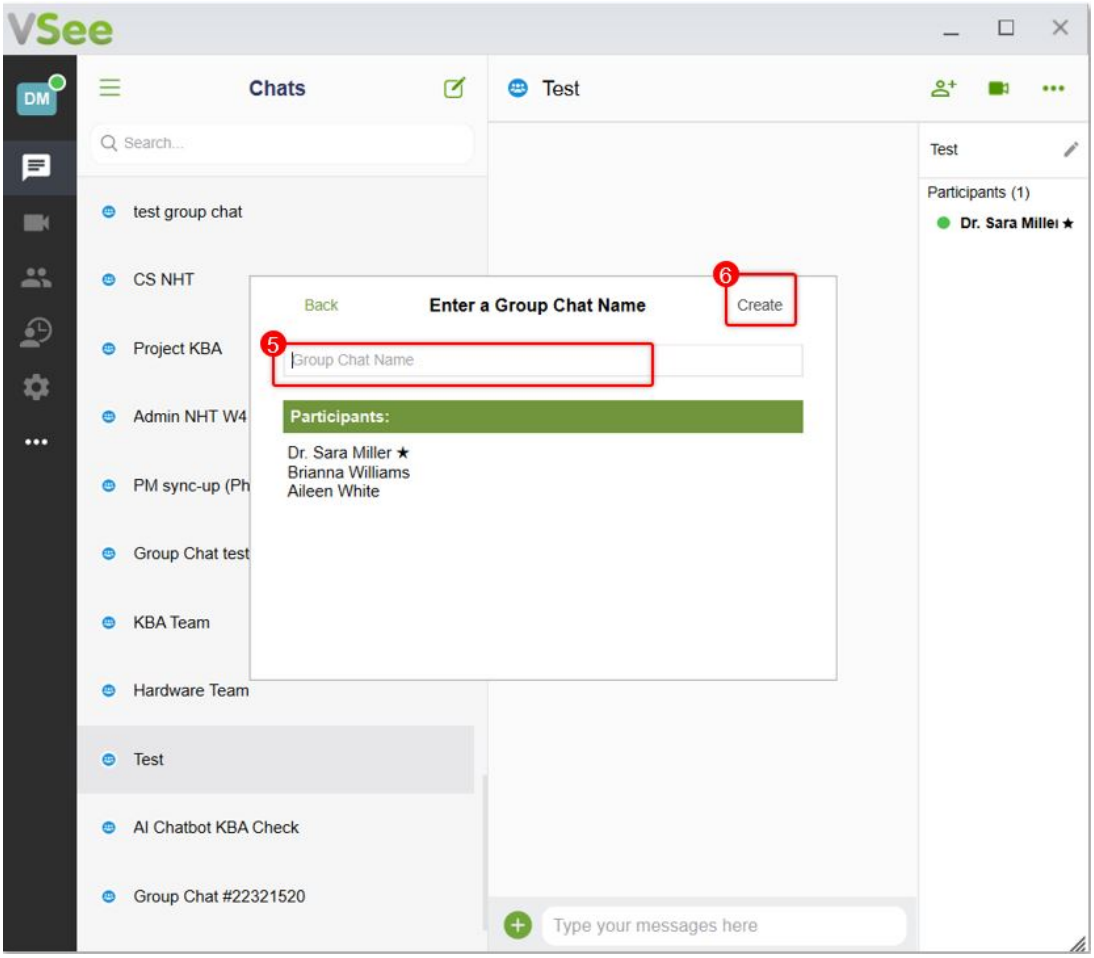
1. It is required to type in a name for the Group Chat you are creating.
2. Click on **Create**.

Note: Automatically, the user who creates the group chat becomes the host or admin of the group chat created. A star icon will appear next to a host's name.



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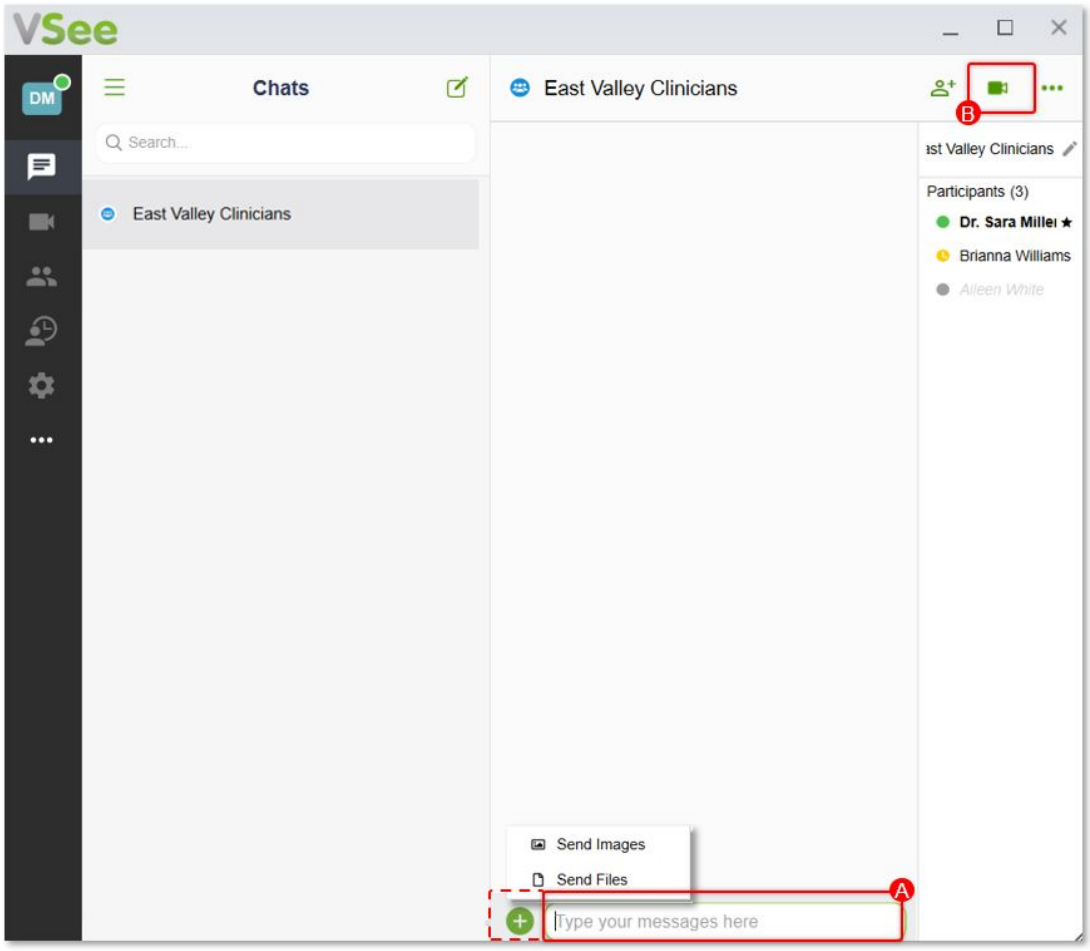
The Group Chat has been created successfully.

You can now start communicating with the members of the group chat by:

A. Initiating a chat or sending images/files

B. Initiating a video call



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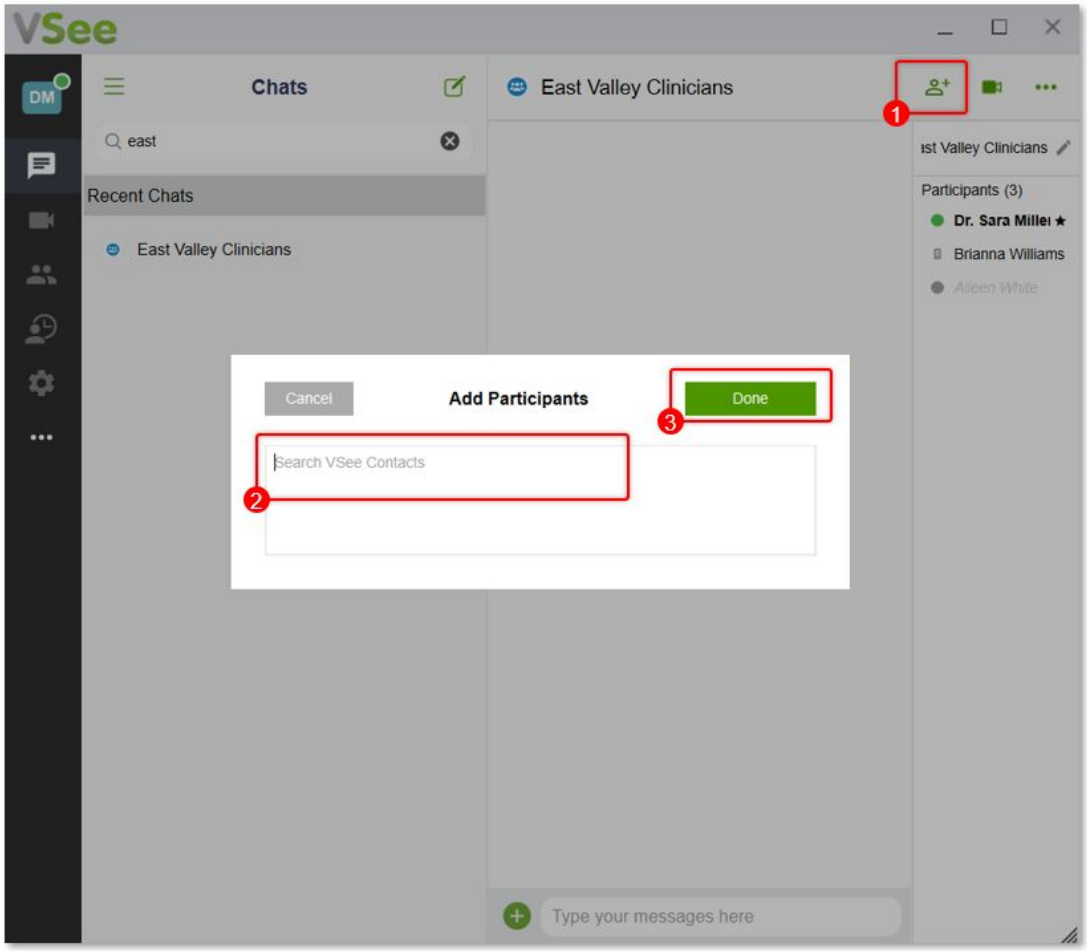
How to Add More Members

1. To add more group chat members, click on the **Add Participants** icon.
2. Search and click on the user you want to add to the group chat.
3. Click **Done**.



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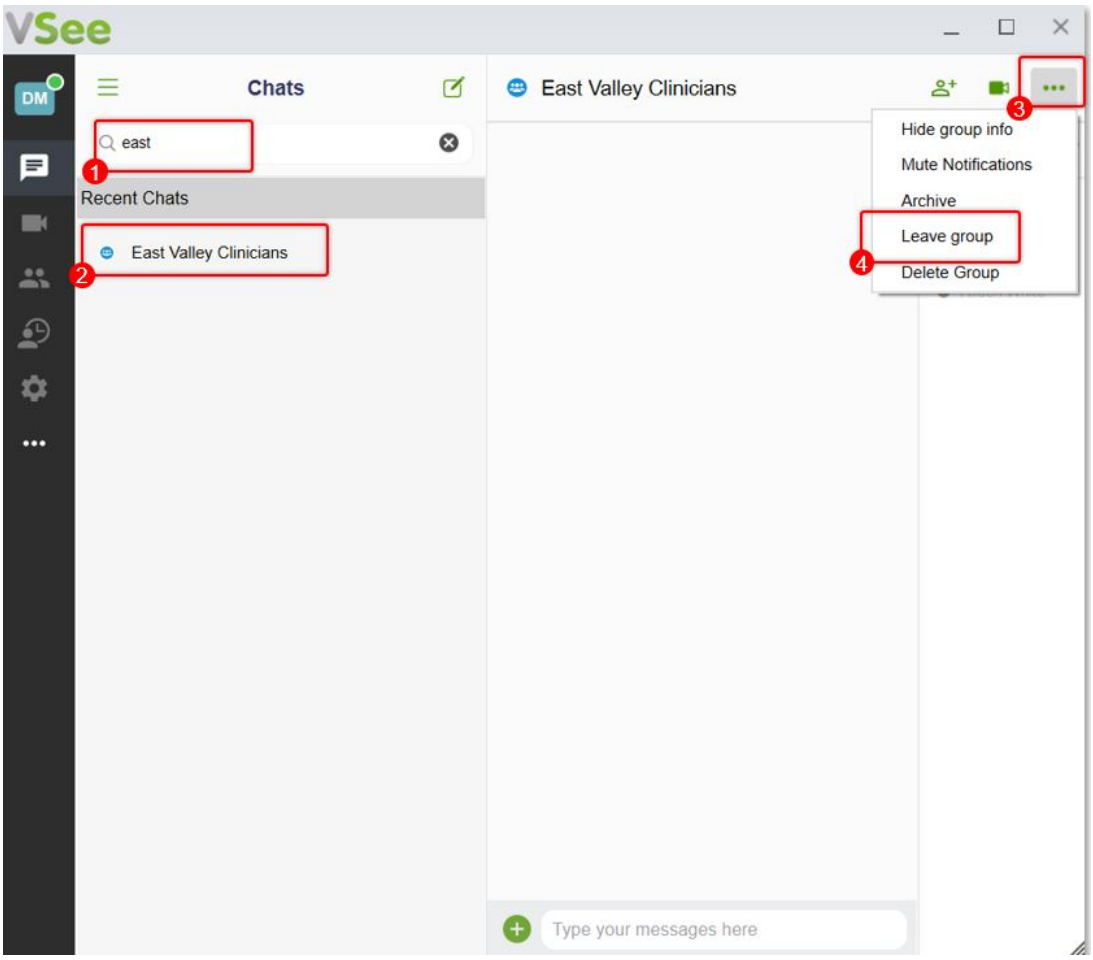
How to Leave from a Group Chat

1. To leave a group chat, search for the name of the group chat you want to leave.
2. Select the group chat.
3. Click on the **ellipsis**.

4. Select **Leave group**.



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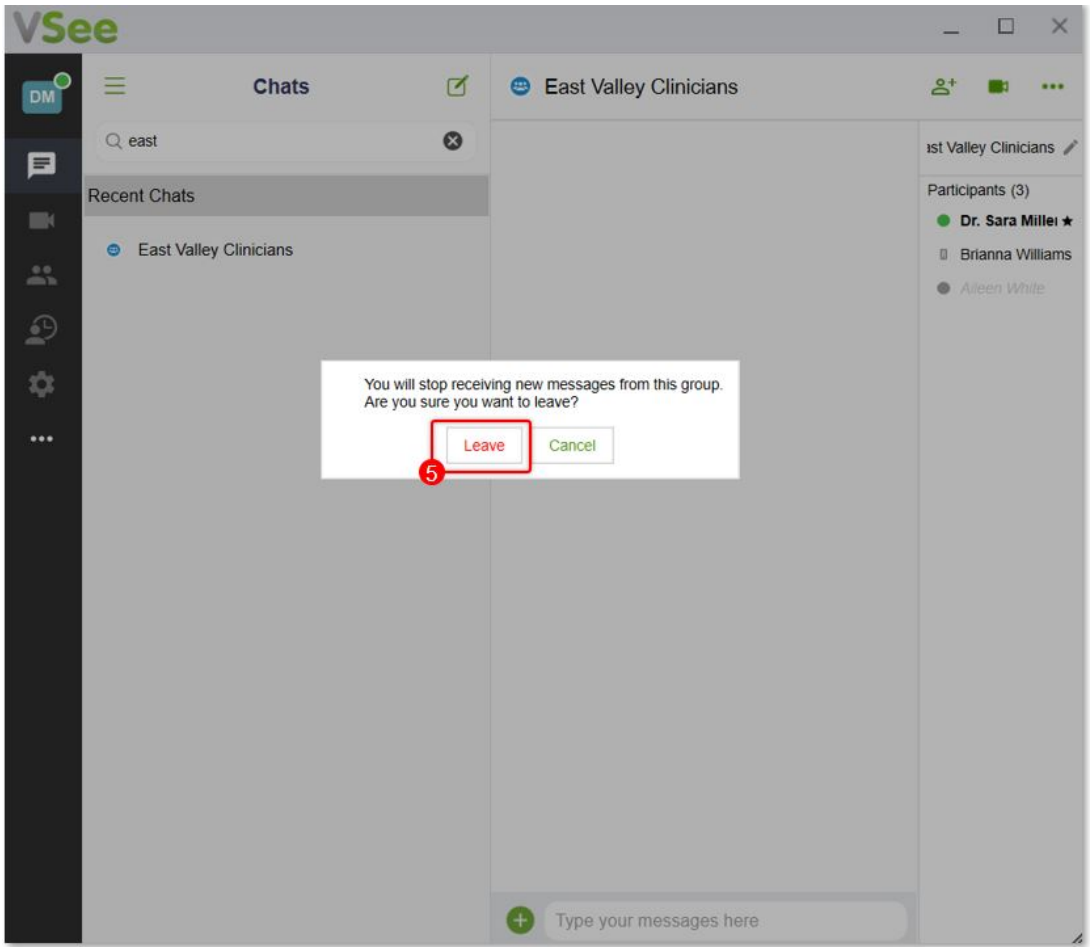
1. A pop-up window will appear. Click on **Leave**.

Note: You will stop receiving new messages from this group.



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If you do not want to leave the group, you can also choose to **Hide group info**, **Mute Notifications**, and **Archive** the group chat.

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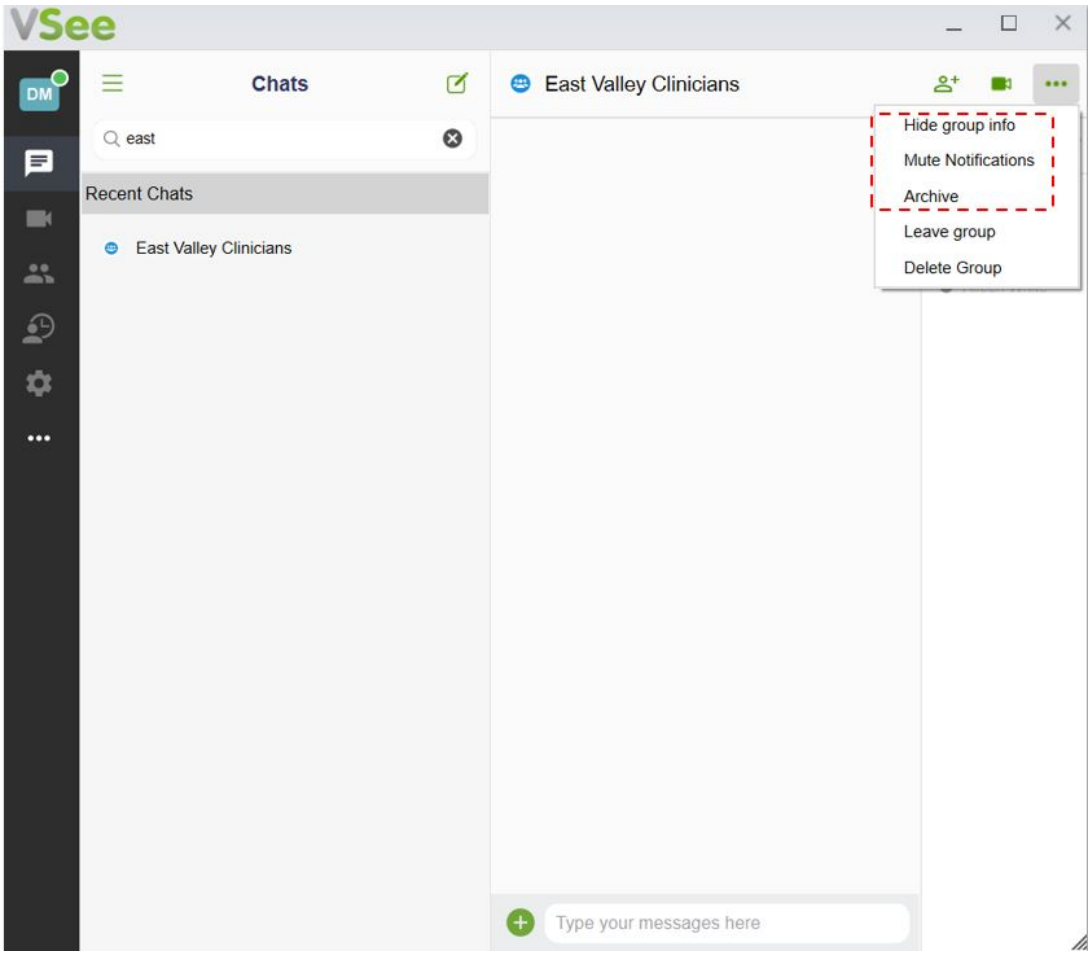
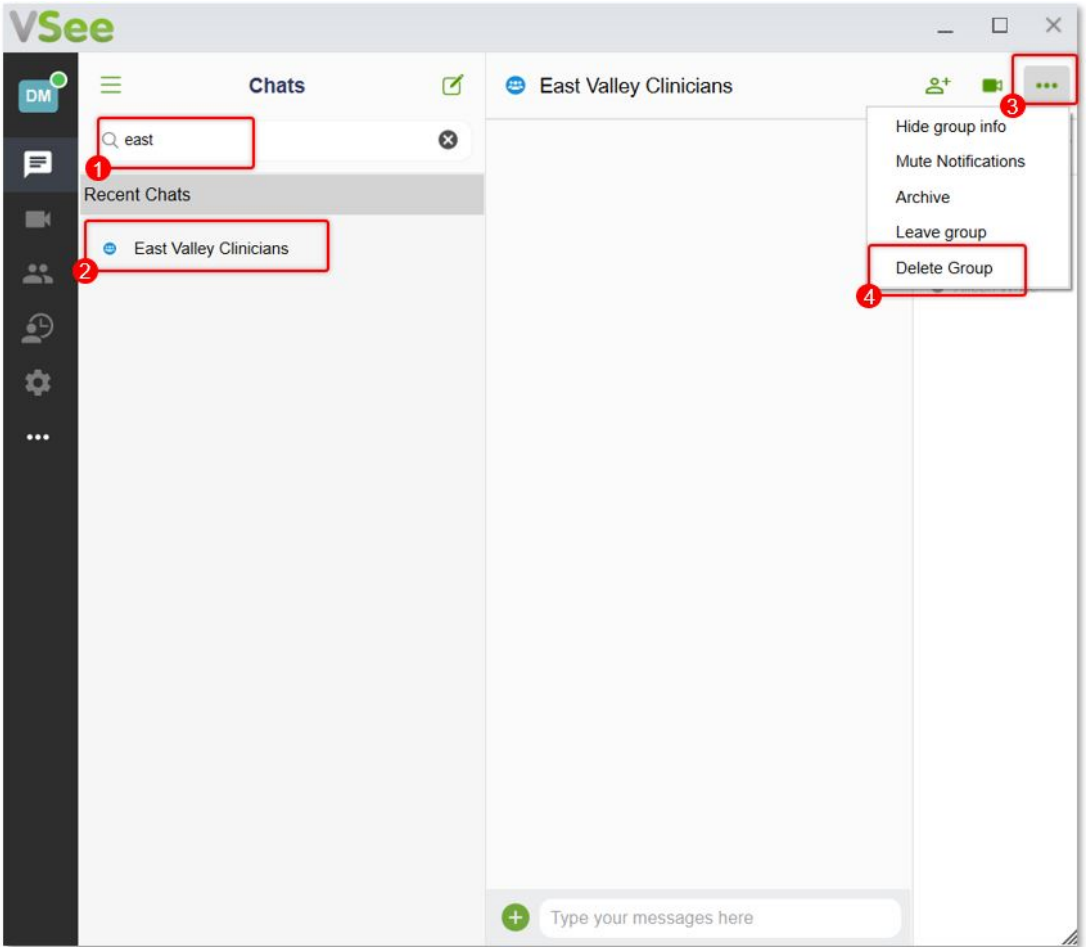


How to Delete a Group Chat

Note: Only the host (the one who created the group chat) can delete the group chat.

1. To delete a group chat, search for the name of the group chat you want to delete.
2. Select the group chat.
3. Click on the **ellipsis**.
4. Select **Delete Group**.



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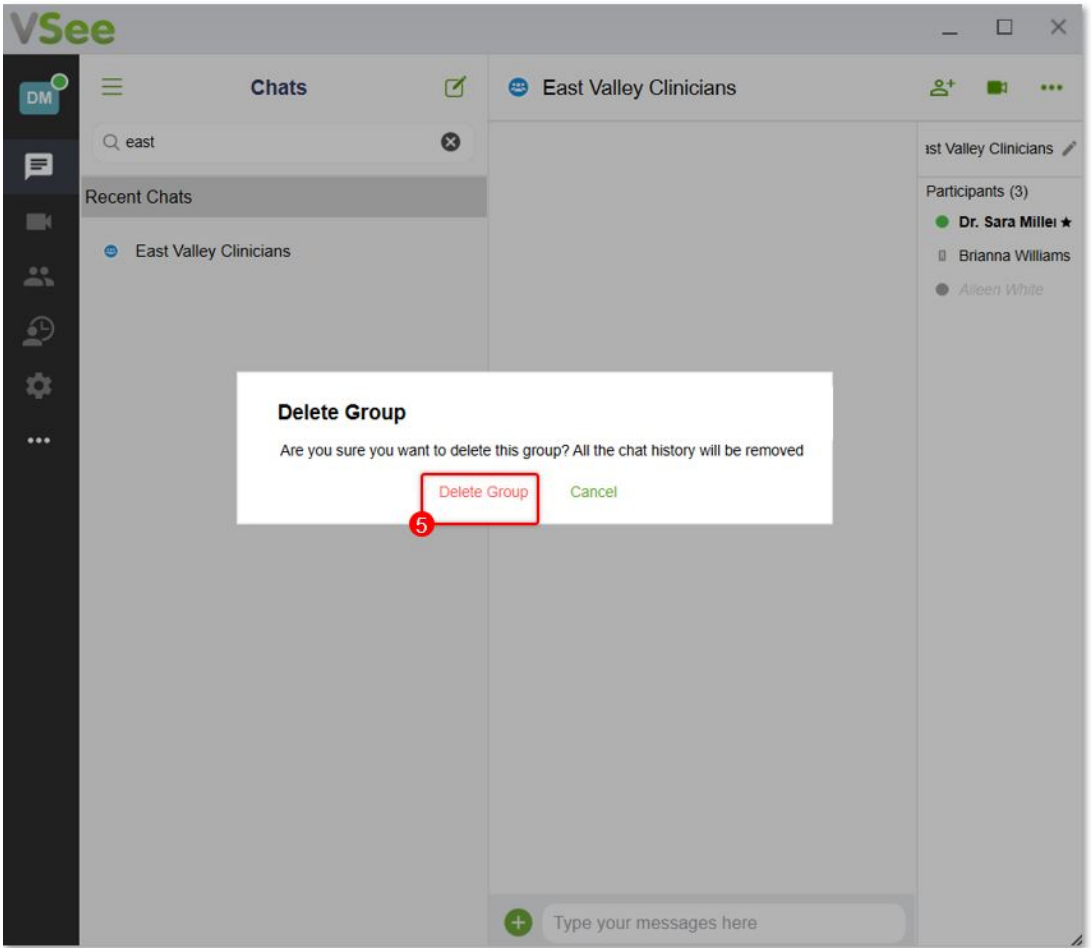
1. A pop-up window will appear. Click on **Delete Group**.

Note: Once a group chat is deleted, it is permanent and cannot be retrieved.



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If you do not want to delete the group, you can also choose to **Hide group info**, **Mute Notifications**, and **Archive** the group chat.

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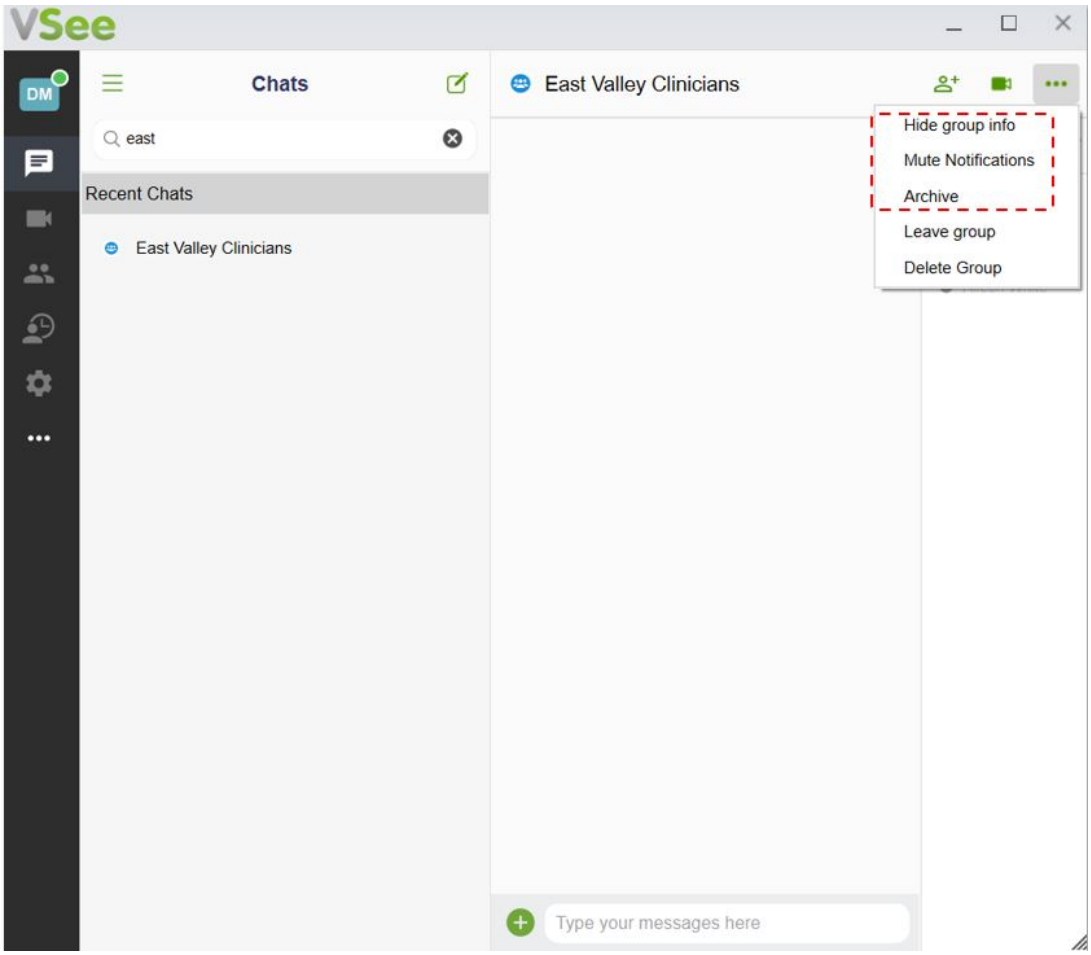
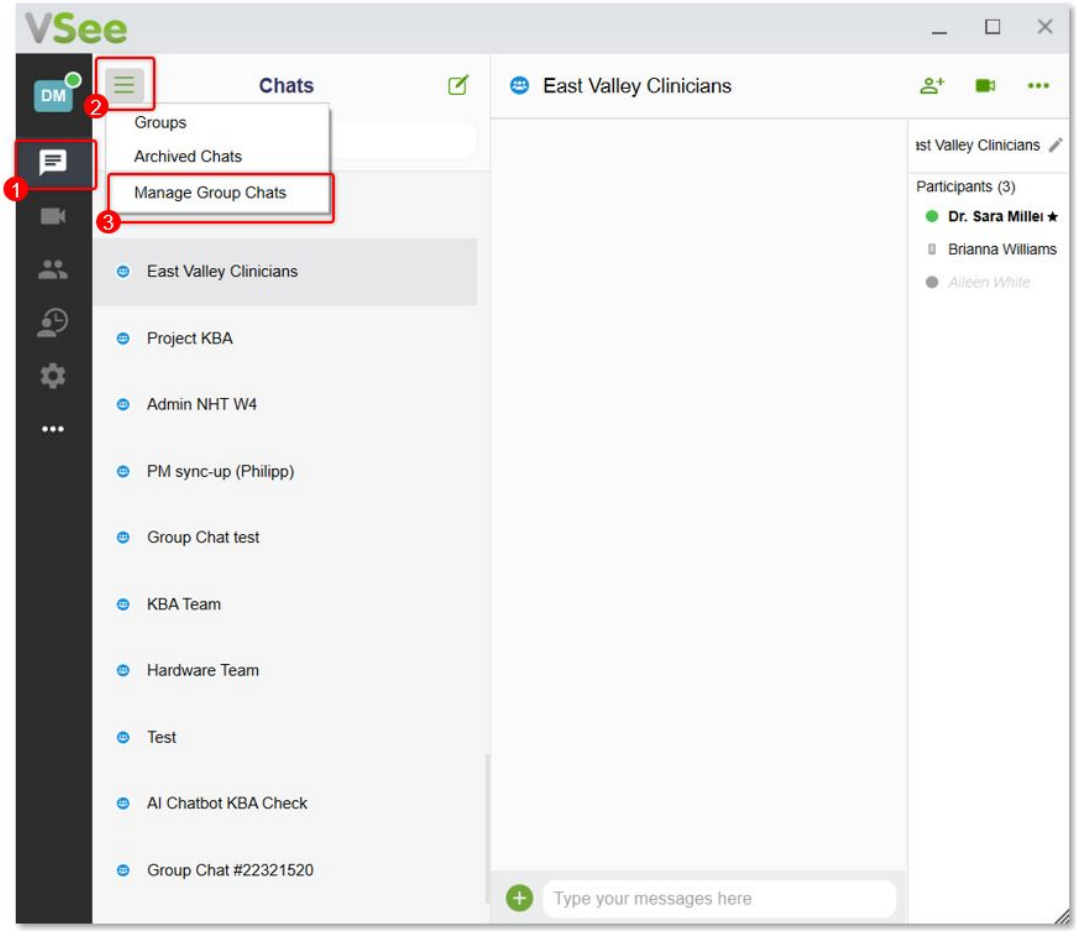


How to Manage Group Chats

1. Click on **Chats**.
2. Click on the **Triple bar** icon.
3. Select **Manage Group Chats**.



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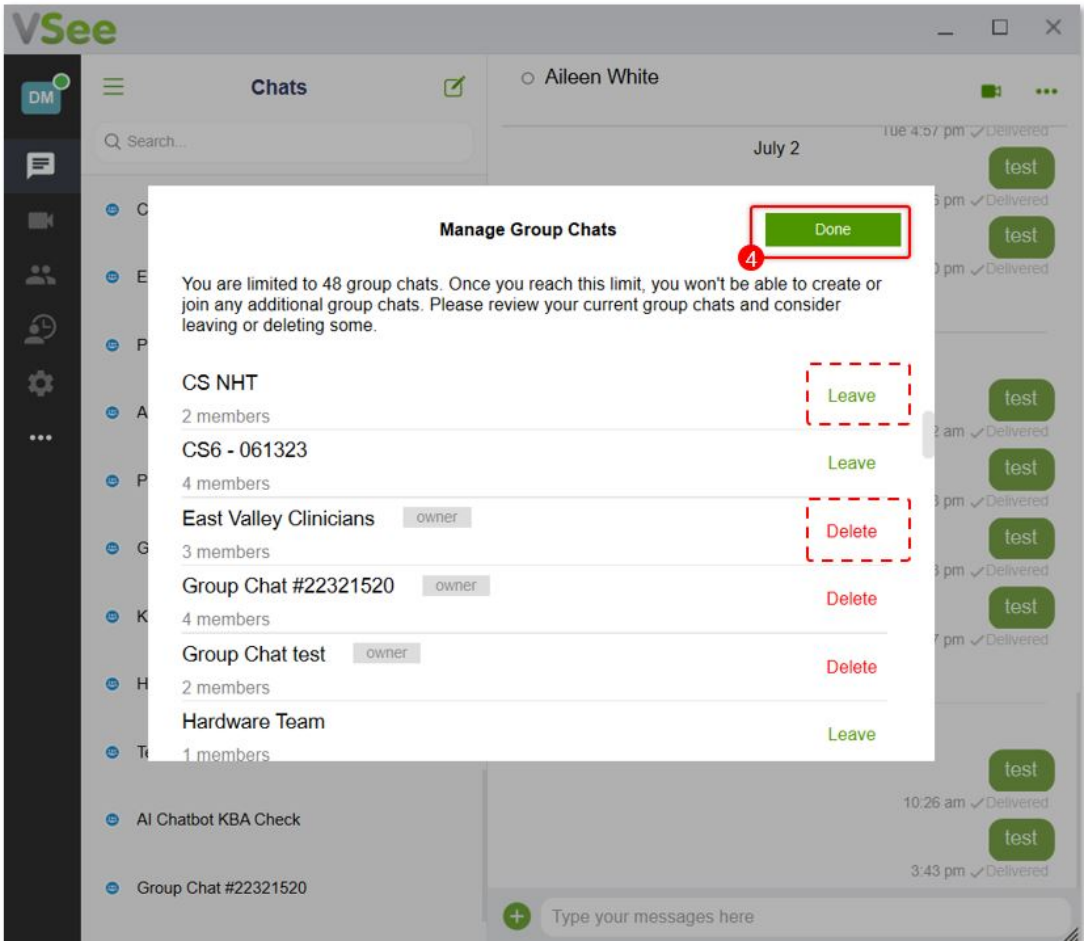
A pop-up window will appear.

You will be able to see the limit range for your Group Chats.

Note: Once you reach the limit, you won't be able to create or join any additional group chats. So manage your group chats if you belong in multiple group chats.

You can now choose to **Leave** or **Delete** (a group chat you created).

1. Click **Done**.



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Scope and Limitations:

- When adding a user to the group chat, ensure the users are already added to your Contacts so their names are searchable.
- You must add at least 2 other users or more to create a group chat.
- Automatically, the user creating the group chat becomes the host or admin of the group chat. A star icon will appear next to a host's name.
- Only the host (the one who created the group chat) can delete the group chat.
- Once a group chat is deleted, it is permanent and cannot be retrieved.

- Once you reach the limit range of your group chats, you won’t be able to create or join any additional group chats. So manage your group chats if you belong in multiple group chats.

Related Article:

- How to Manage Group Chats on VSee Clinic

Need more assistance? Send us an email at help@vsee.com or check out the Help section under the Profile Menu of your VSee Clinic.

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