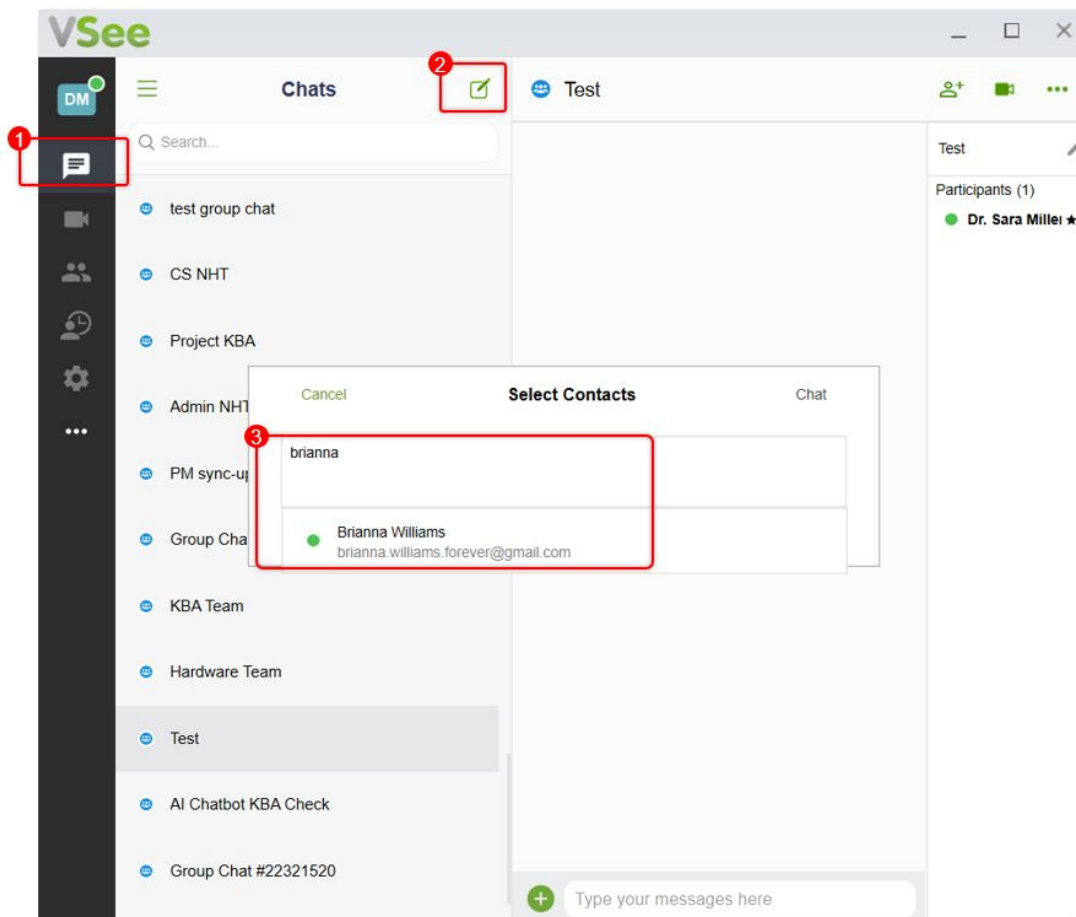


## How to Manage Group Chats on VSee Messenger App

Jay-Ileen (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.

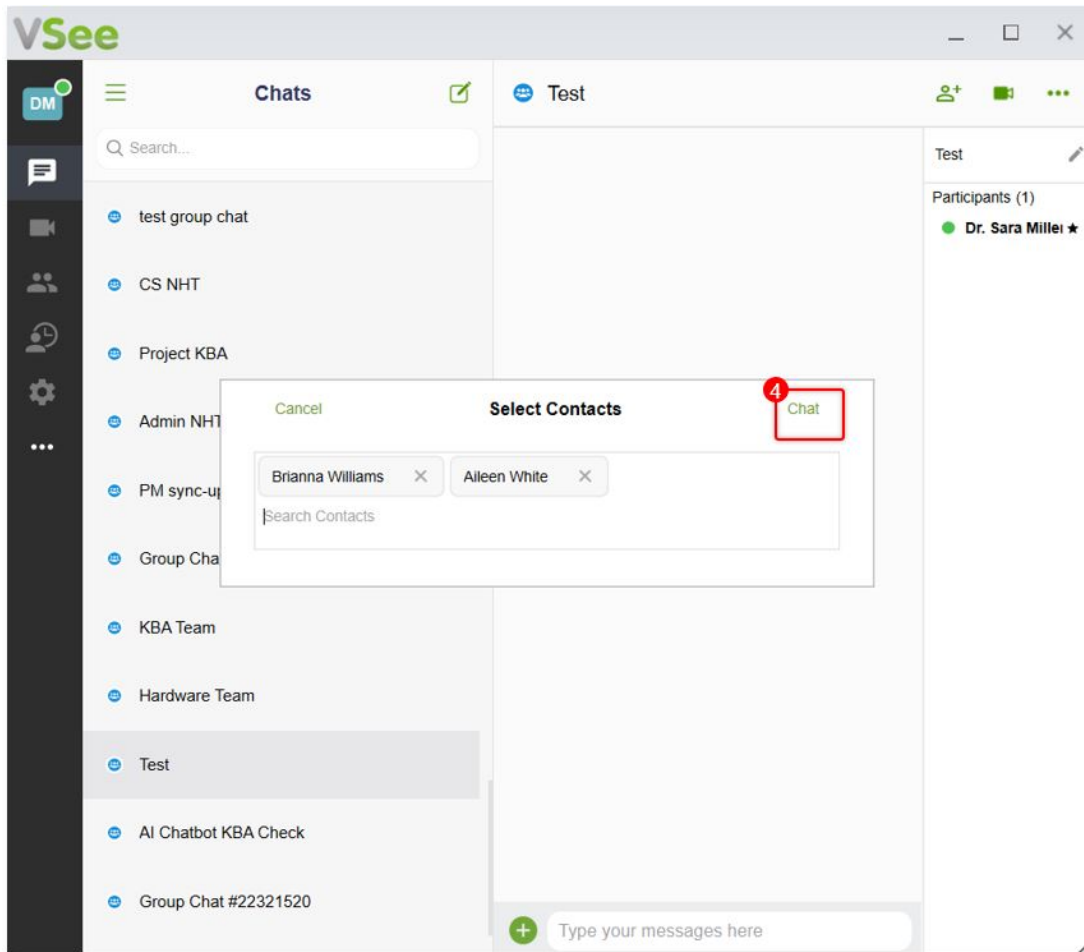


*Note: Make sure they are already added to your Contacts so their names are searchable.*

Open gc1-20240704-164359.JPG



1. Click on **Chat**.



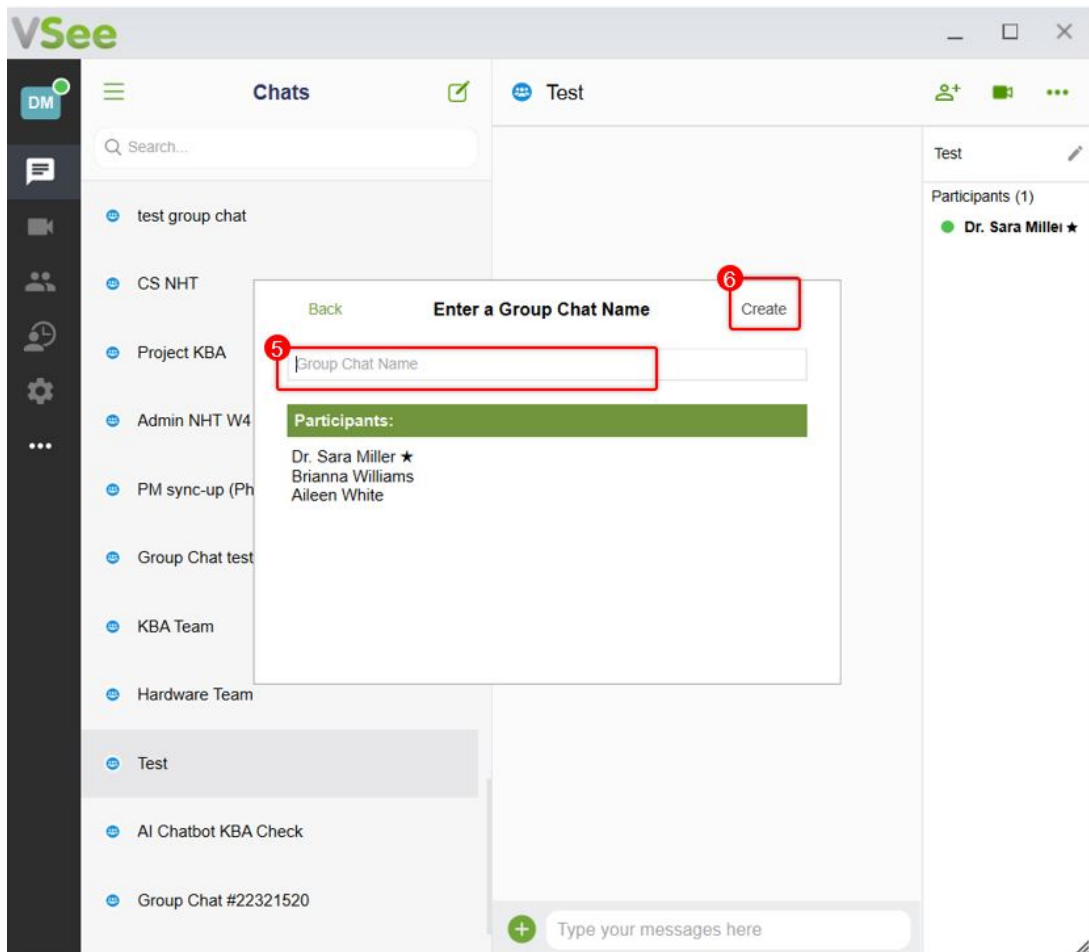
*Note: You must add at least 2 other users or more to create a group chat.*

Open gc2-20240704-164441.JPG



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.*



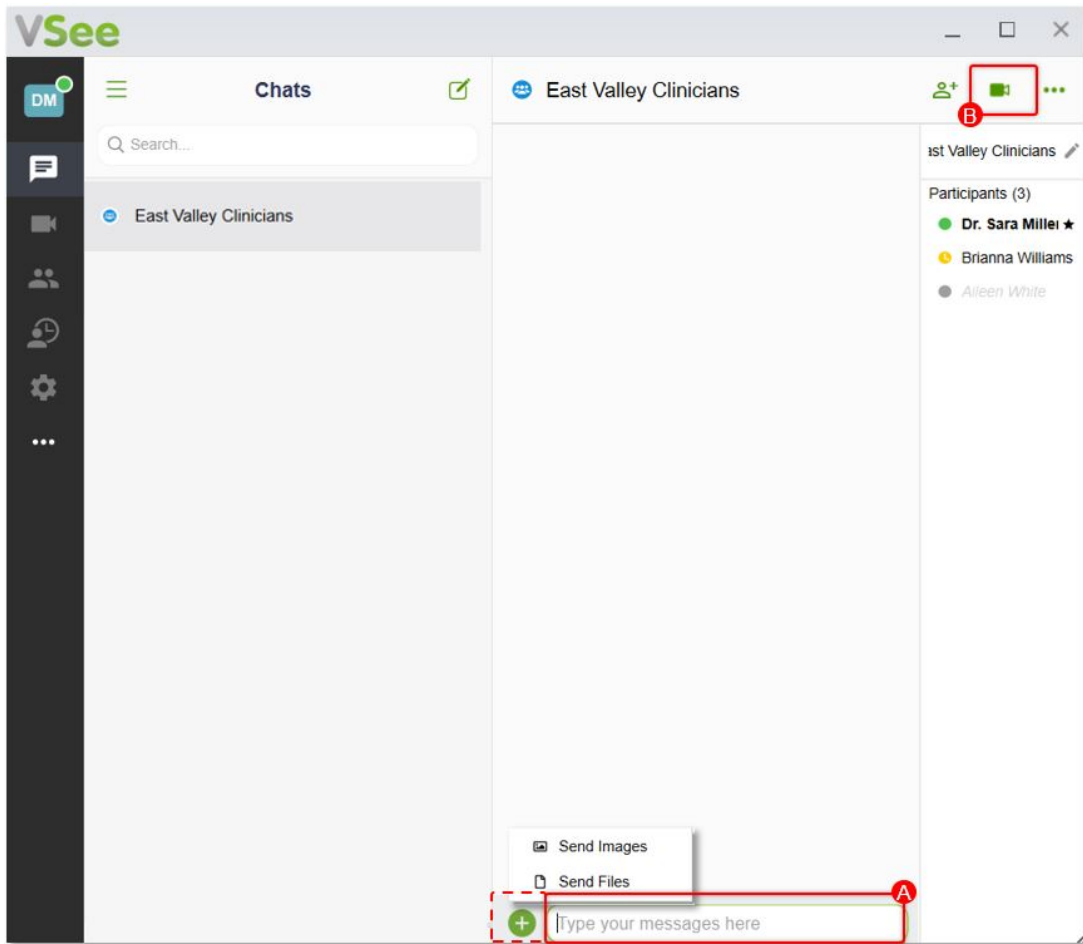
Open gc3-20240704-164634.JPG



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



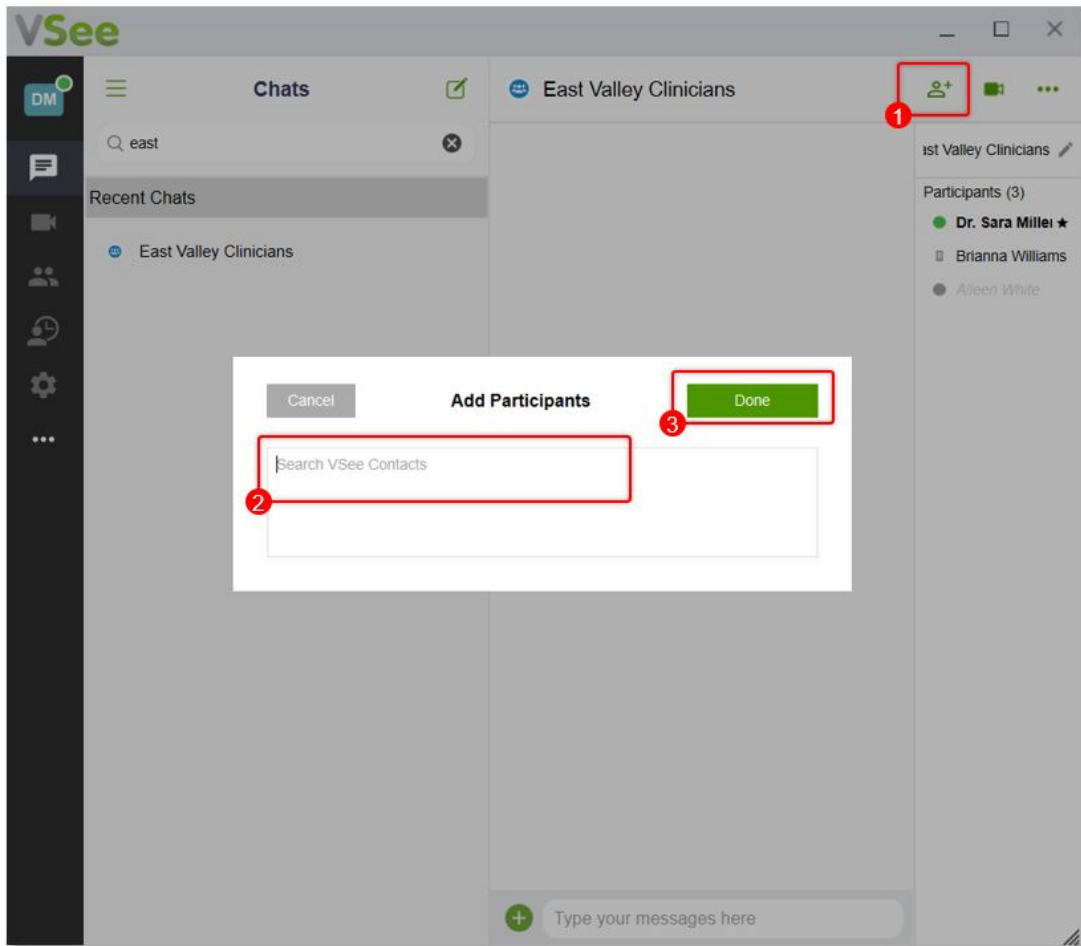
Open gc4-20240704-170608.JPG



#### 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**.



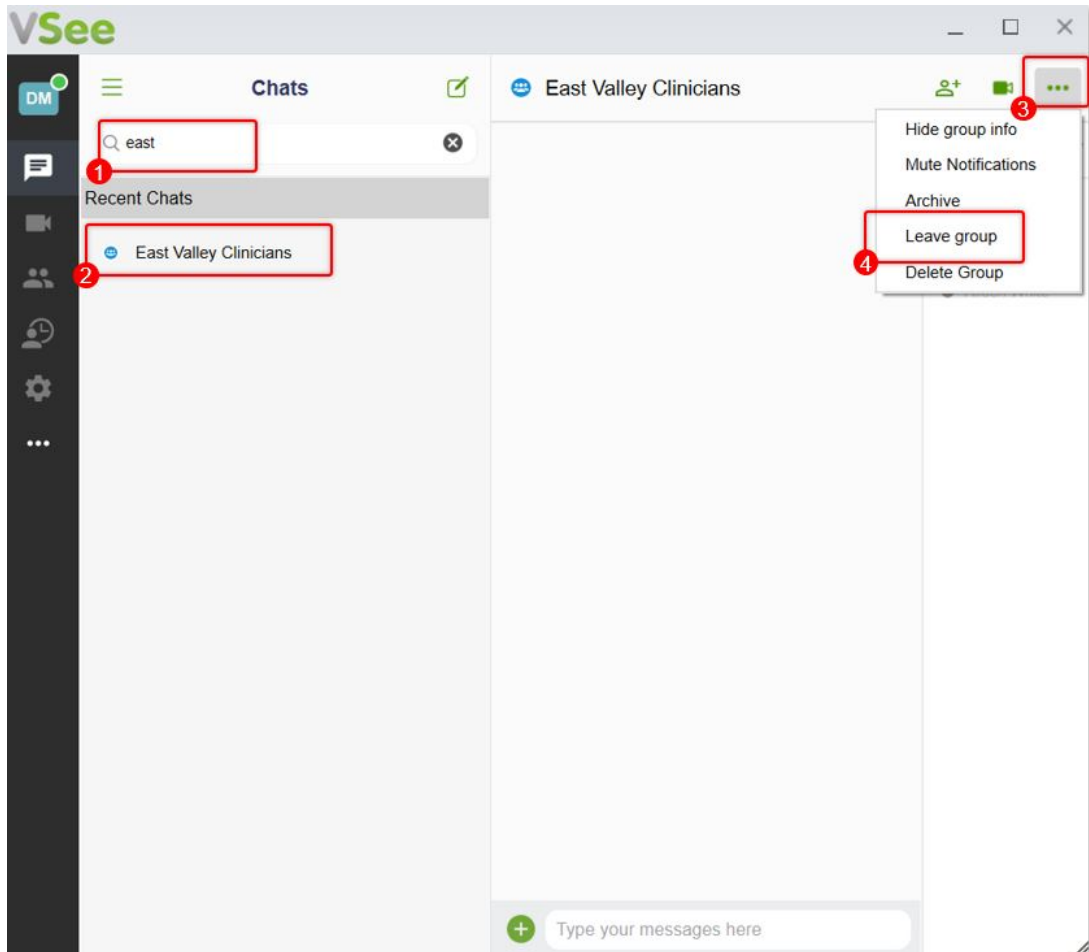


Open gc5-20240704-170653.JPG



#### 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**.

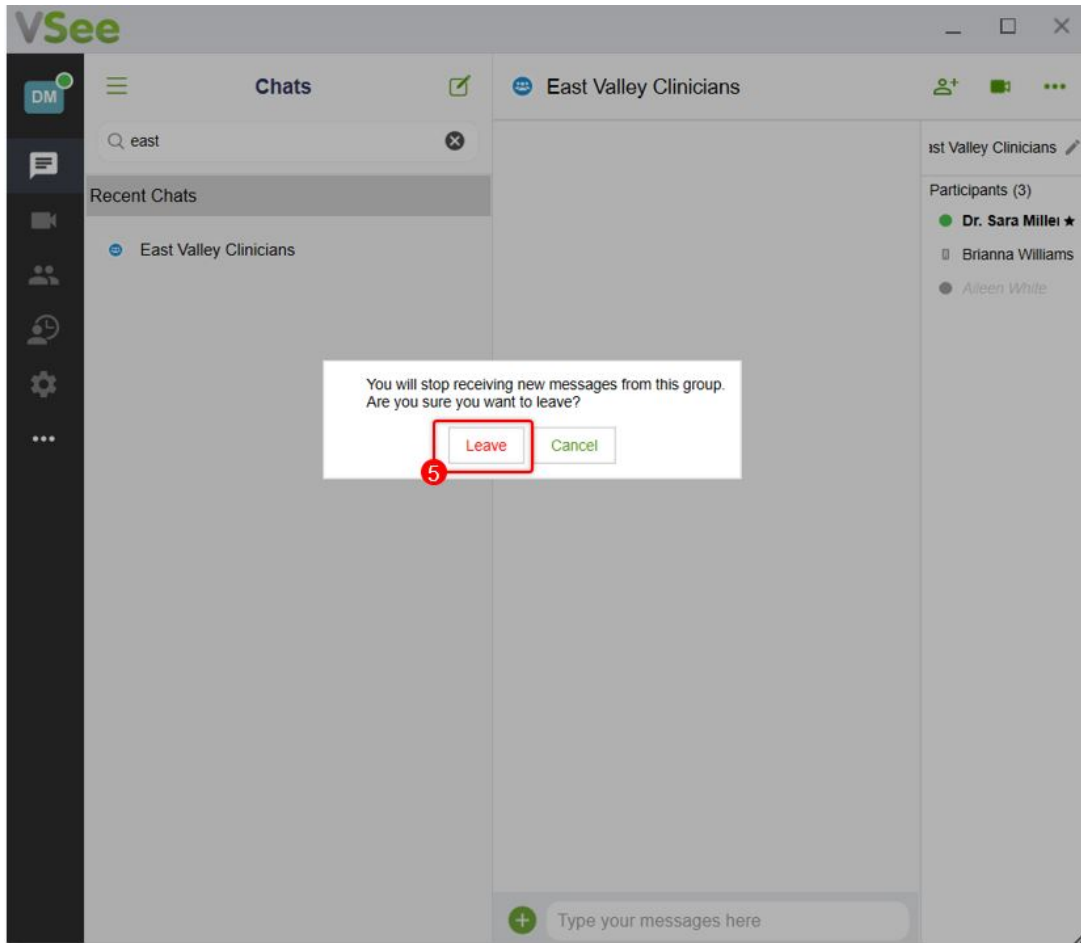


Open gc7-20240704-171055.JPG



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

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



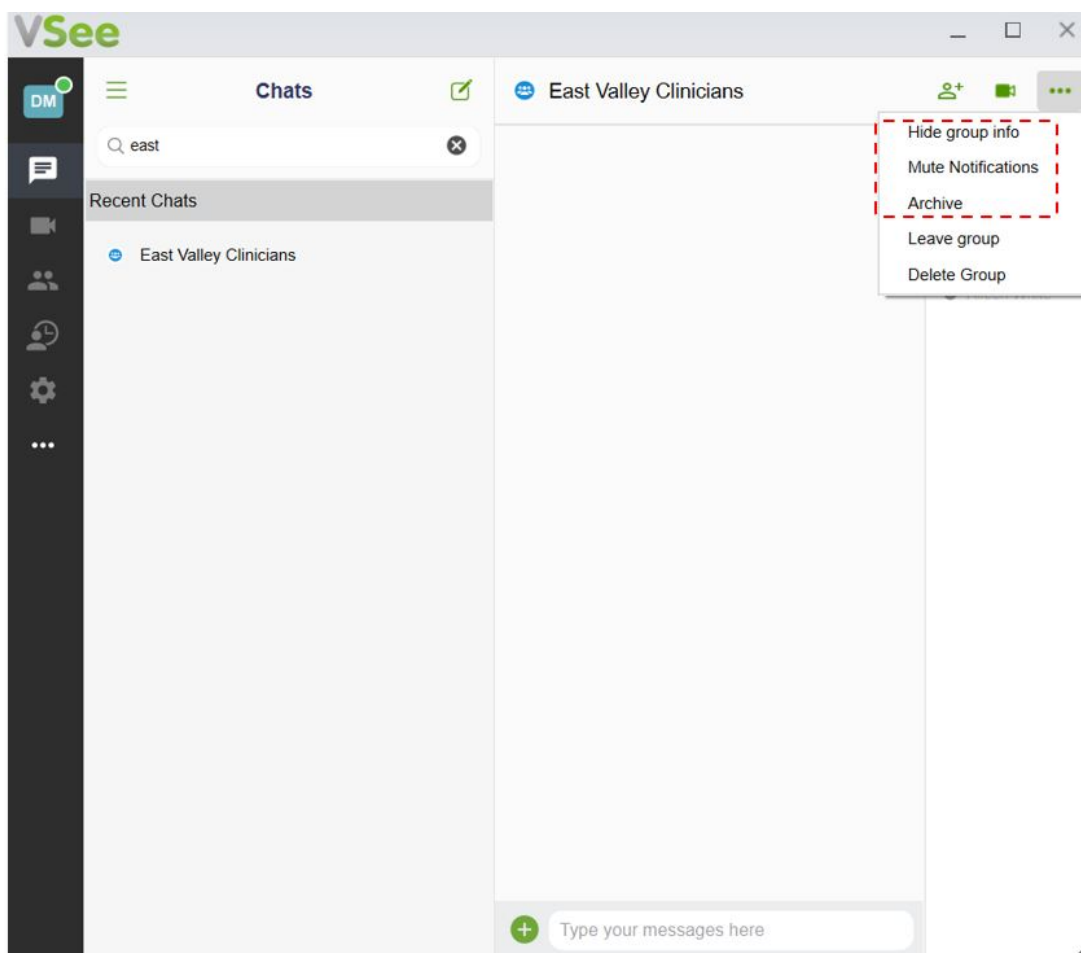
Open gc8-20240704-171107.JPG



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

Open gc11-20240704-171137.JPG



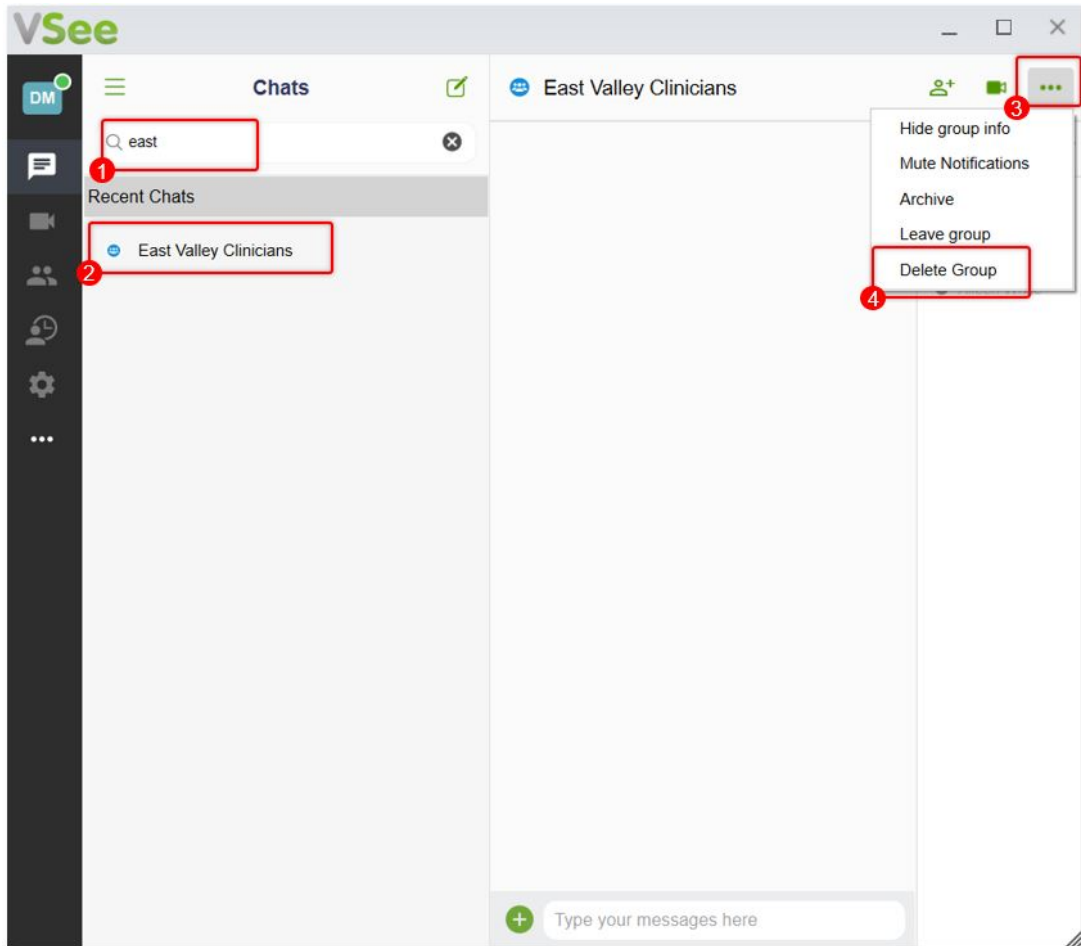


#### How to Delete a Group Chat

*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**.



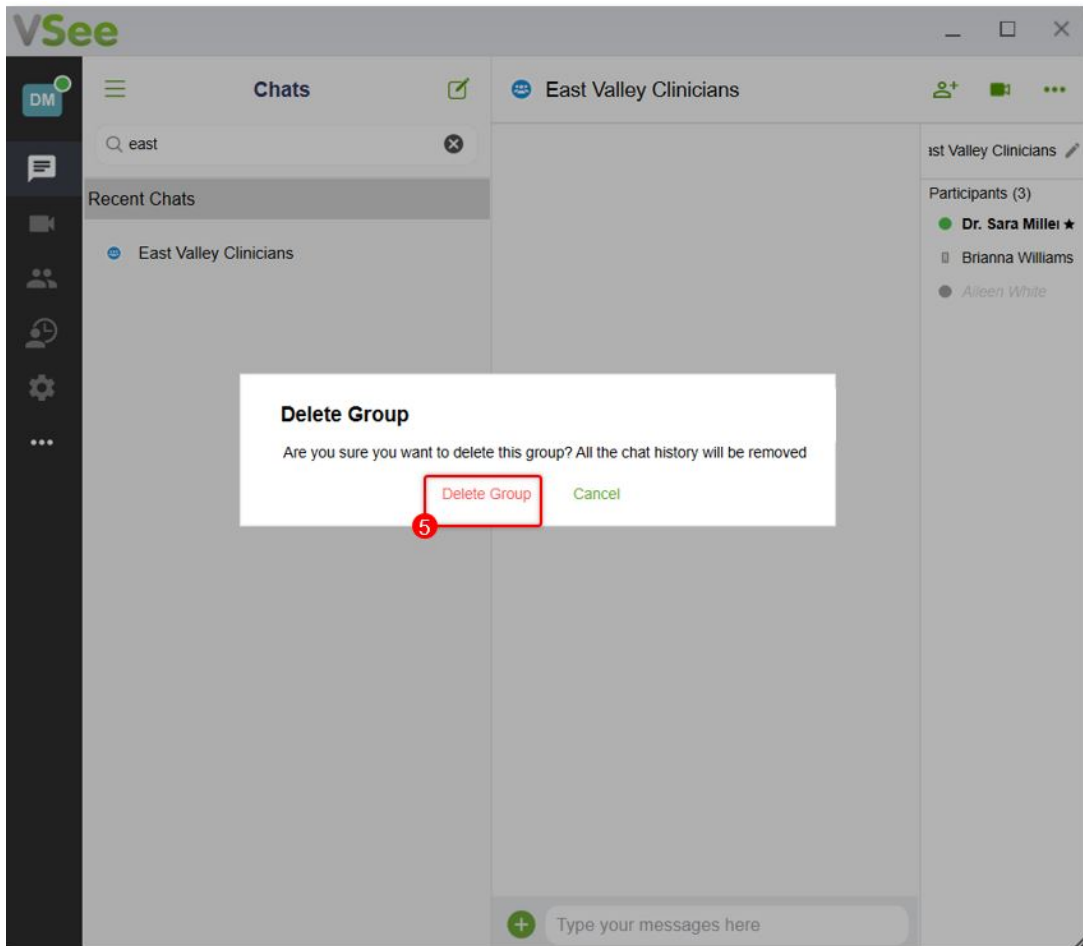


Open gc9-20240704-171117.JPG



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.*



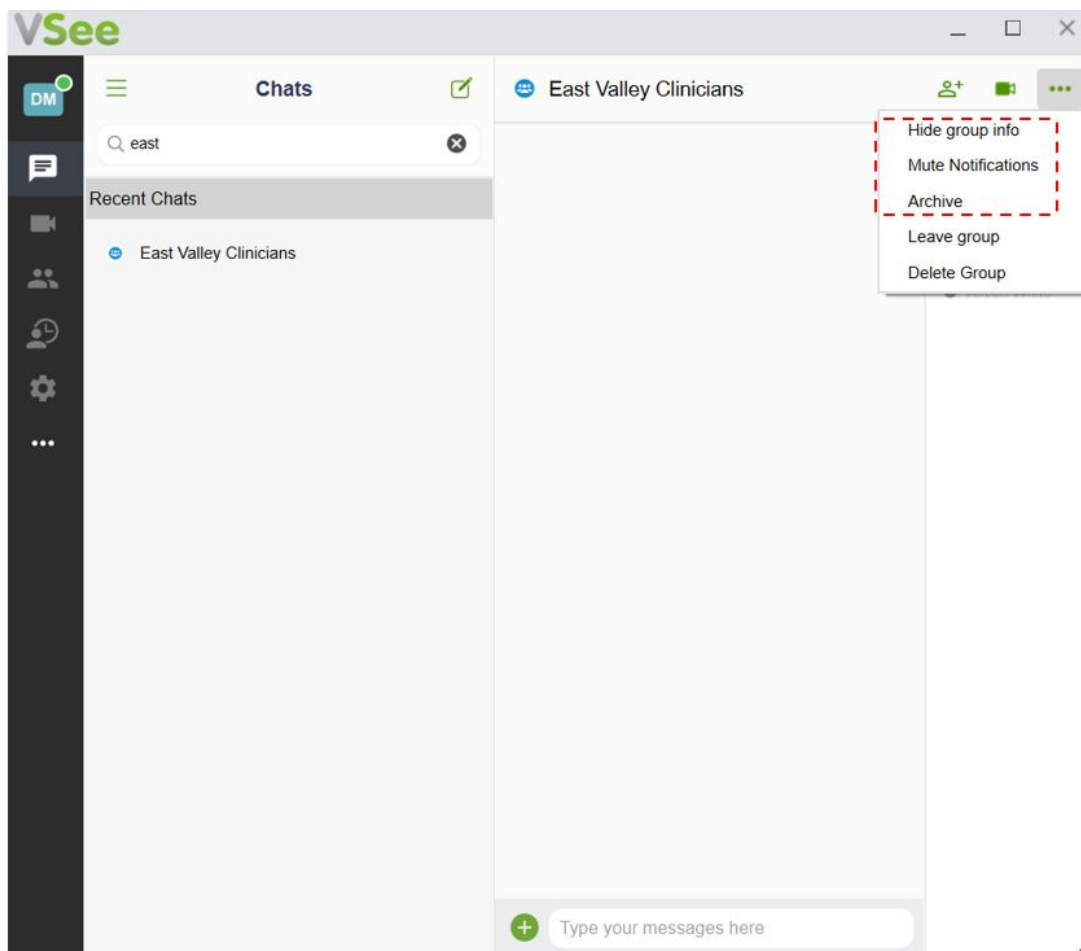
Open gc10-20240704-171127.JPG



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

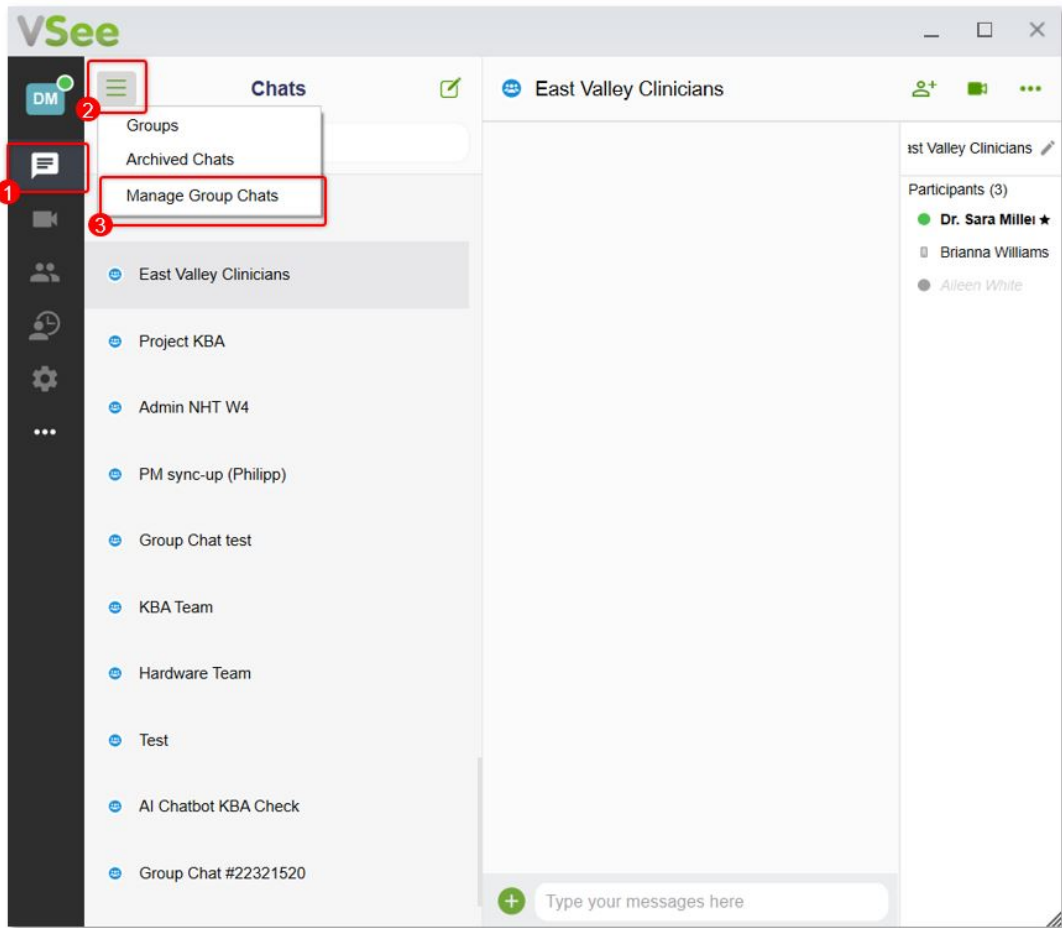
Open gc11-20240704-171137.JPG





### How to Manage Group Chats

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



Open gc12-20240704-232539.JPG



A pop-up window will appear.

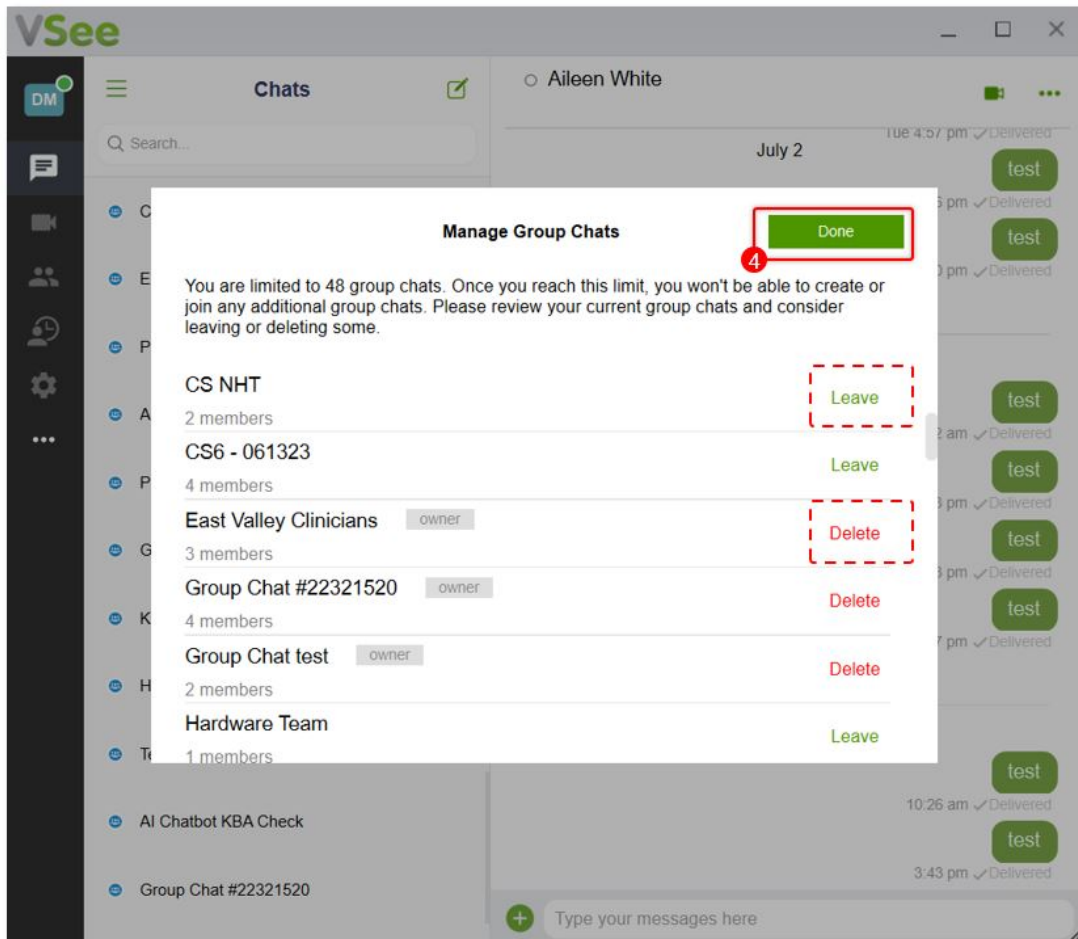
You will be able to see the limit range for your Group Chats.

*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**.





Open gc13-20240704-232648.JPG



#### 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](mailto:help@vsee.com) or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

Tags

group chat

group chats

manage group chats