



## How Do I Get on SMARC's Group IO?

Step 1: Type into your web browser's URL bar: [SMARC.groups.io](https://SMARC.groups.io) and hit enter

Step 2: On the bottom of the page read the agreement for cookies and click agree

Step 3: in the top right corner click on sign-up

Step 4: Fill in the form and click on [Create an Account](#)

Step 5: Check whatever email you used for a confirmation email from Groups.IO

Step 6: Scroll down in the email and click on [confirm](#)

Step 7: in the top right corner click on your [Account](#) to access a drop down menu

Step 8: On the drop down menu click on [Settings](#)

Step 9: in the left hand column click on [Identity](#)

Step 10: To the right click on [Edit Account Profile](#)

Step 11: Enter a username in the box next to [Username @](#)

Step 12: Below the username is the entry box for your [Display Name](#)

Step 13: Scroll to the bottom and click on [Update Account Profile](#) to save your new settings

Step 14: The SMARC webmaster will get an email. After he approves adding you to the SMARC Groups.io you will be able to access the forum and receive/send emails. This normally takes a day or two.

Step 15: To see the SMARC groups.io you log in to Groups.IO. To receive or send emails, you use your normal email application (Outlook, Gmail, etc).

Step 16: if you have trouble seeing the SMARC groups.io, access [Your Groups](#) in the top left corner and click on the drop down menu. You should see SMARC listed.