



Meer vrijheid
Meer Fun
Omni Chat



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Member settings how does it work?

[Click here to read this manual in PDF](#)

Anyone who is owner, manager, assistant or member of a group on Omni-Chat, has determined the member setting at the moment that the membership request was send. Underneath you find the manual how to change the member settings.

To change the member setting of a group, you need to be logged in on the home site of Omni-Chat. You can do that by clicking ► [here](#) ◀.

In the left corner you see:



Click on the button "Log on" as shown above and the next screen will appear:

Login:

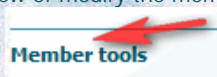
Name or e-mail address:

Password:

Fill in your nickname of e-mail address of your profile and the corresponding password belonging to your account on Omni-Chat.

There are two ways to go to your groups:

- via the home-page you can click on My Groups;
- click on the tab "Groups" and then in the left column on "My Groups".
- click on the group name on which you want to view of modify the member settings.



In the left column you can click on "Member tools"

The next screen will appear:

omni-chat - Member tools:

Members list

See which member(s) has signed in. Find out who manages this group.

Manage your disk space

See how much space you used, with pictures and documents you have and which you can delete to free up space.

Member settings

Change your e-mail address, set the way you want to read messages, cancel your membership.

Of you click on "Member settings" you will see the next:

Edit your member settings for: omni-chat

E-mail settings:

E-mail address for this group: * **1.**

You can receive e-mail from the groups with the e-mail address you have entered. Automatically the address from your OC account is filled in, but you can also give up an other e-mail address.

Show e-mail address: Allow other groupmembers to view my e-mail address. **2.**

Message settings:

Choose how you want to read the group messages. **3.**

- Inbox: Send all messages directly to the Inbox of my e-mail.
- Daily overview: Send an overview from the messages every day to the Inbox from my e-mail.
- Weekly overview: Send an overview from the messages at the end of the week to the Inbox from my e-mail.
- On the web: I will read the messages online.

The messages placed on this group will be added to the messageboard. Not only you can read the messageboard from this group, also you it is possible to send all messages to the Inbox of your e-mail.

4.

5.

Click on the button above to cancel your membership.

Fill in your preferences:

1. shows the email address where you want to receive the e-mail from that the group.
2. put a tick here if you want other members to see your email address. The owner and managers of the group can always see the email address.
3. put a tick here how you as owner, manager, assistant or member would like to be informed about messages in your group.
As a group owner chooses for to receive all messages in the inbox, the weekly summary will not be sent.
As a group owner chooses to receive a daily summary, weekly summary is also automatically transmitted.
As a group owner chooses to receive a weekly summary, no daily summary will be sent.
As an owner of the group chooses to read the messages online, the weekly summary will not be sent.
Tip: The owners are free to forward the weekly or daily summaries to the other managers.
4. press "Save settings" if you wish to save or "Reset" if you want to start over.
5. Press the button "Cancel my membership" if you want to leave the group. This option can't be undone. If you really wanted to remain a member, you have to apply for membership again.
The owner of a group does not see this button. If an owner wants to leave the group, he needs to close the group. This function is in the "Group Settings". Underneath is a red square, where you can close the group. By filling in the password, you can delete the entire contents of the group. This option can't be undone.

You can change the settings at any time.

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If there are any questions left, please do not hesitate to contact us.

We wish you a lot of pleasure with this explanation.

Kind regards,

Team Omni-Chat.

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