



Meer vrijheid
Meer Fun
Omni Chat



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Adding new pages why do you need it en how does it work?

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

With the function : Add page" you can add your own web pages, message boards or photo albums for your group.

This manual is divided in the following items:

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Where can I find: Add page?

First you see the homesite 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:

Your login information:

To log in, you have to be a registered member.



I would like to register: [Click here](#). Its free!

I forgot my password: [Request a new password here!](#)

LOGIN:

Name or e-mail address:

Omni-Chatter



Password:

●●●●●●●●

LOGIN


Logout

Fill in your nickname of e-mail address of your profile and the corresponding password belonging to your owner-account on Omni-Chat. Click the tab Groups and then on the left on My groups.

Manager tools

 This is not OK
Groups:

Choose the group you want to add an item and click on and the next screen will appear:

- Administrator tools:

<p>Add page Add webpages, planning, document folders and more.</p> 	<p>Manage pages Edit name, arrange, hide, or even delete pages from your group. Create it as you like it!</p>
<p>Manage members list See which member has signed in. Edit the role of a member. Accept or deny requests for membership.</p>	<p>Edit your group settings Edit the description, policy settings, categories and you can delete your group.</p>

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Add a page:

Please click on "Add page", as the red arrow shows above en you get the following choice on your screen:

- Administrator tools - add page:

<p>Your own webpage Publish a nice, exciting own page about... that you decide! Experiment with color and layout. Add pictures, tables, links and more.</p>	<p>A message board Add a new discussion area. Create a place to talk about a planned event or the latest interesting news.</p>
<p>A photo albums list Make a new list for photo albums. Show your favorite photos of your family, your team or your recent holiday.</p>	<p>Your own groups chatroom Make a chatroom for your group. Only for your group members!</p>

You can now choose from:

- [Your own web page](#)
- [A message board](#)
- [A photo album list](#)
- [Your own groups chatroom](#)

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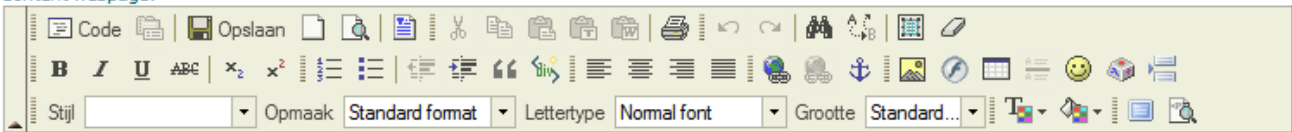
A web page:

Click now on "Your own web page" and on the next screen you can start at work:

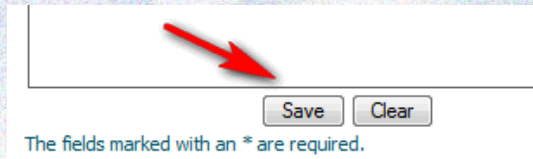
Title: *

Copy protect?: * Yes, No

Content webpage:



Give your new page a recognizable title and in the white area below the editor you can create your web page. You can read the explanation about the editor (message layout) by clicking: ► [here](#) ◀.



Do not forget to click on the bottom on save , to keep your work.

If you want to work with multiple pages, you can decide where and how you want the webpage show up in your main menu with the function "Manage pages".

The explanation about this function can be read ► [here](#) ◀.

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A message board:

There is a separate manual for messages boards. Click ► [here](#) ◀ if you want to read it.

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A list of photo albums:

There is a separate manual for photo albums. Click ► [here](#) ◀ if you want to read it.

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A private chatroom for your group

There is a separate manual for group chatrooms. Click ► [here](#) ◀ if you want to read it.

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Send a promotion email

Directly from your group you can send a promotional email to everyone. Due to spam, this possibility only can be used by owners, managers and assistant managers.

Click as the red arrow shows and you can start your promotion email:



The next will appear on your screen:

Write a promotion email:

* E-mail addresses:

omni-chatter@live.com

One e-mail address per line.

* E-mail message:

Hello Bill,

Did you know that we have a community on Omni-Chat. This is the url..

Click on it and request for membership.

Hope to meet you soon.

Owner of a group on Omni-Chat

Fields marked with a * are required.

Send

Reset

Please note that this is just an example. You have the following possibilities:

1. You can add one e-mail address per line. By giving an enter, you get on the next line and you can have as many email addresses as you like.
2. Here you can create and format text as you want. You also can send pictures along. You can read the explanation about the editor (message layout) by clicking: [here](#).
3. Press "Send" if your promotional email is ready or "Reset" to start over again.

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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.