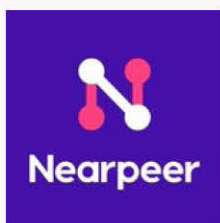


How To Chat & Connect

Nearpeer aims to provide greater connections to people in your program through shared interests and 1:1 connections




In this brochure:

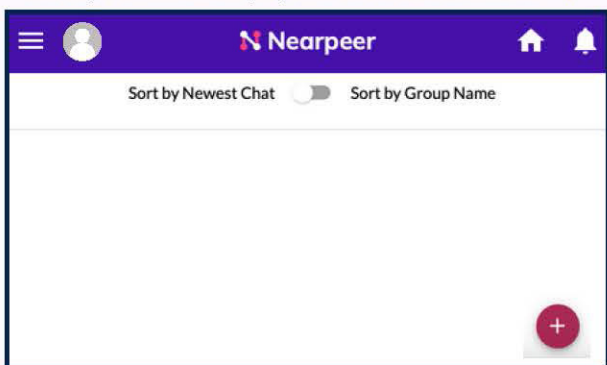
- Joining Your First Group**
- Starting Your First Group Chat**
- Discovering Connections**
- Starting Your First 1-on-1 Chat**
- Frequently Asked Questions**

Follow Us: [@olliatwvu](#) on YouTube
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Website: olliatwvu.org

Joining Your First Group

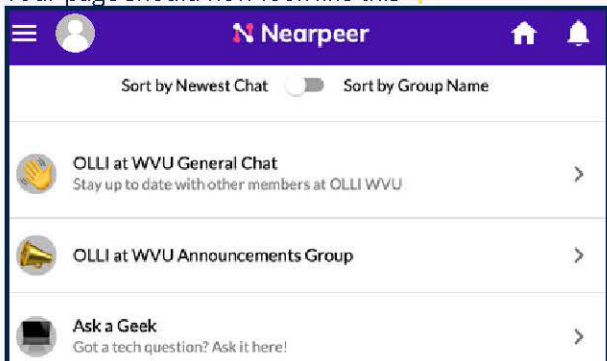
If you haven't already, check out the "Getting Started" Guide to help you set up your profile!

To join your first group, click the bookmark sign in the bottom right corner "Groups"... once you reach the page it should will look this 



1. Click the "plus" sign in the bottom right corner to add a group.
2. It will take you to a page where you can add the groups available...
 - a. Please click "**JOIN**" on the following 3 groups by searching in the search bar at the top of scrolling down.
 - i. **Ask a Geek**
 - ii. **OLLI at WVU Announcements Group**
 - iii. **OLLI at WVU General Chat**
3. Once you add your first group, repeat steps 1-2
4. After you have joined the required groups, go back and join others you may enjoy!*

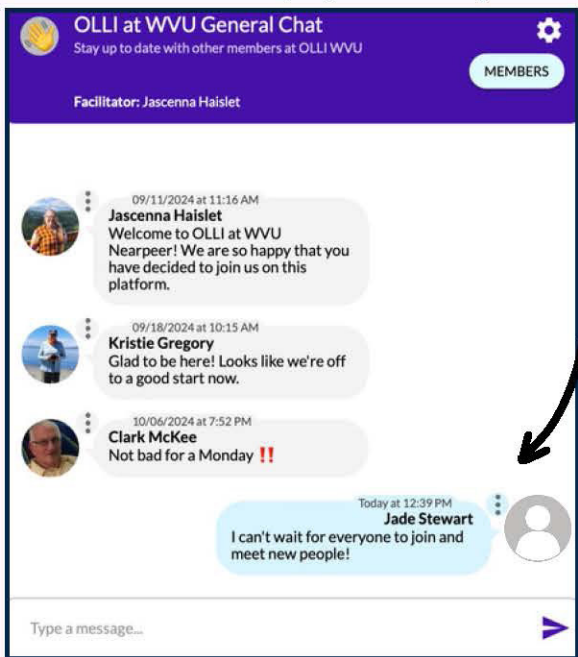
Your page should now look like this 



***If you would like to make a new group, reach out to an OLLI Team Member to request a one!**

Starting Your First Group Chat

1. Click on the **OLLI at WVU General Chat**.
2. To type in the chat, click the box at the bottom, **"Type a message..."**
3. For your first chat, introduce yourself, let us know how excited you are to be on Nearpeer!
4. To send the message, click the arrow on the right.
5. That's it, you have completed your first chat in a Nearpeer group. In the next pages, you will learn to reach out to people individually.



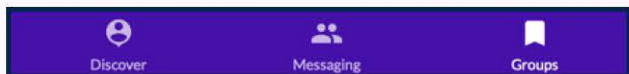
Managing the Group Menu

1. If you want to edit, or delete your chat, click the **3 vertical dots** by your profile photo.
2. Click the wheel to change your group notifications.
3. From there click **"notification settings"**.
4. You can either mute your notifications or have them on for every message.
5. Don't forget to **SAVE** your notification settings!

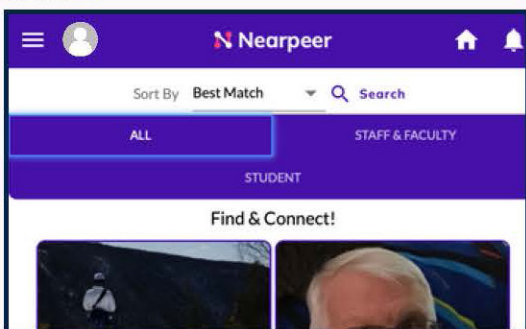
***OLLI would like you to have your notifications ON for the "OLLI at WVU Announcements" group chat**

Discovering Connections

If you have been following along, you should have just made your first message in a group chat! Next, you will be learning how to discover members of OLLI at WVU on the Nearpeer platform so you can chat with them!



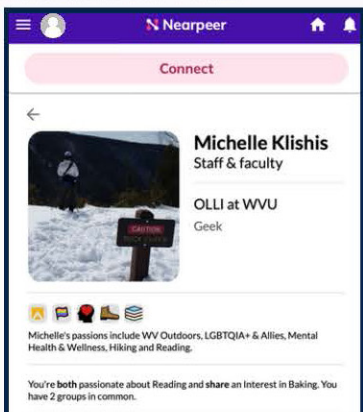
1. Click the **"Discover"** tab in the bottom left corner of the screen
2. There you will see a screen that looks something like this 📍



Here you will find every OLLI@WVU member who has created a profile on Nearpeer. The platform automatically sorts members by "Best Match" which are people you have the most in common with based on the interests you chose when creating your profile. You can sort based on a multitude of things; to change the sorting, **click "Best Match"** and choose the other options available.

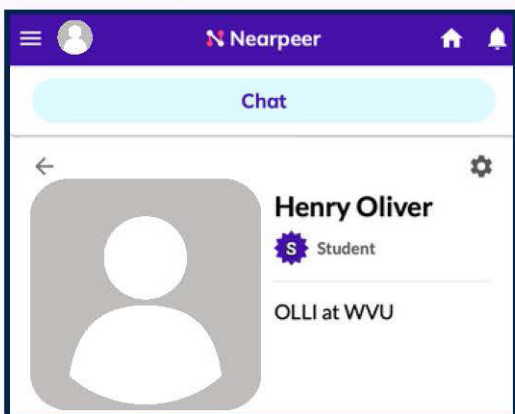
This is how you will find other members you would like to connect with or in Facebook terms, "friend."

1. Click someones' profile.
2. After clicking their profile, it should look like this 📍
3. Click the **"Connect"** button to "friend" them.
4. Now, wait for them to accept your connection.
5. While you wait, you can check out their profile.

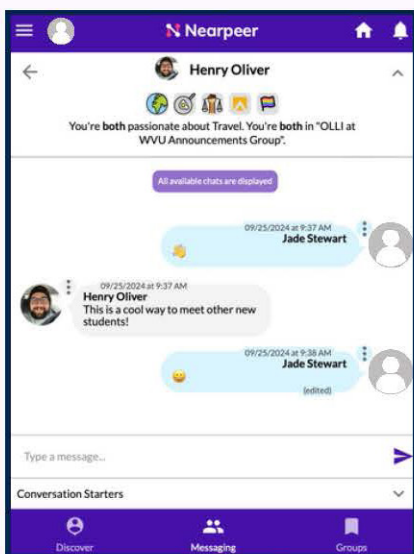


Starting Your First 1-on-1 Chat

Once a member accepts your connection request you can chat with them by opening the “Discover” page and clicking on their profile...their page will now look like this 📌



1. Click the “**Chat**” button
2. Your screen should now look like this 📌



3. The screen is now in the “**Messaging**” tab
4. To type a message, click the “**Type a message...**” box at the bottom
5. To see all your messages, **click the back arrow** in the top left corner, you will then see all your chats on one page

Frequently Asked Questions

You have made it to the end of the brochures! Here are some questions you may have in case you forget how to navigate the Nearpeer platform!

Q: I'm an audio-visual learner, are there videos available to help me?

A: Yes. To access the How-To videos search for **OLLiatWVU** on YouTube. The page will have an entire playlist of instructional videos for you to follow!

Q: I'm having technical issues, who should I talk to?

A: OLLI on Nearpeer has a group, "**Ask a Geek**" where you can reach out to the OLLI technologist who can help you better navigate the space and your device!

Q: I want to be added to more group chats to connect with more members, can I join more group chats?

A: Yes. There are two (2) ways you can join more groups. **First**, locate the "Groups" tab on the bottom and click the "+" sign. **Second**, locate your profile picture at the top. Scroll to where it says, "Your Groups", and click the "pencil" icon to join more groups.

Q: I have a great idea for a group chat. Can I add a group chat to Nearpeer?

A: Unfortunately, you cannot create a group yourself, **BUT** if you reach out to an OLLI staff member they can create one for you!

Q: I accidentally joined the wrong group, can I un-join?

A: Yes. If you joined a group by accident, click the "gear" at the top right of the chat screen. Next, **click "Leave Group"**.

Q: I clicked the **wrong Interest** to make a Passion interest, can I fix this?

A: Yes. If you click on the purple-colored Interest, it will ask you "Do you no longer want "x interest" to appear as a Passion?" **Click "Yes"** to turn it back to a regular interest.

If you have any questions or concerns not listed in the brochures or the YouTube videos, please reach out to an **OLLiatWVU** staff member!