# How to Join and Form a Group in PheedLoop

About Groups

PheedLoop allows up to 25 Groups to run at one time. Each Group can have a maximum of 25 people join at any given time. If you try to join a Group that has reached its limit, you will receive a message from PheedLoop letting you know you cannot join at this time. Please check back to see if someone has left the Group.

Join a Group

Click on **Attendee Networking** in the left vertical navigation, then choose **Groups** in the purple box at the top of your screen. View the list of Groups.
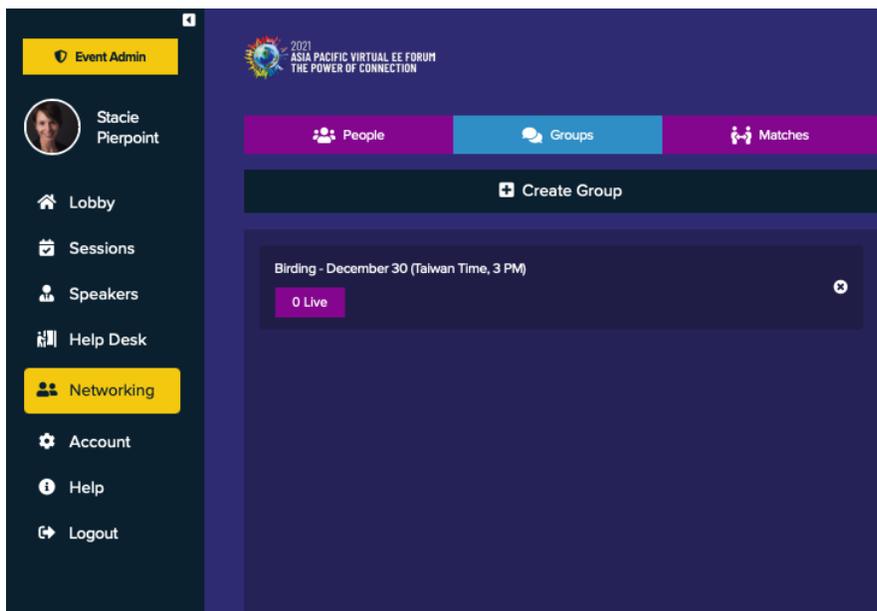

You can see if a Group is active. There is currently one person in this Birding Group:
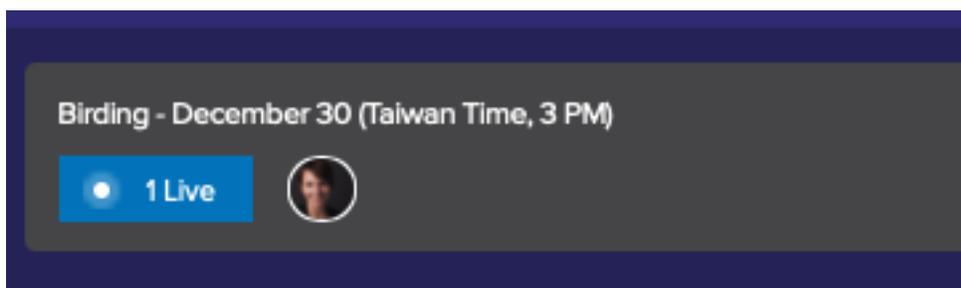
Click on the Group you are interested in. Follow the PheedLoop prompts to access your video and audio and check your Device Settings. Click **Join Meeting**. We recommend not using the Full Screen option.
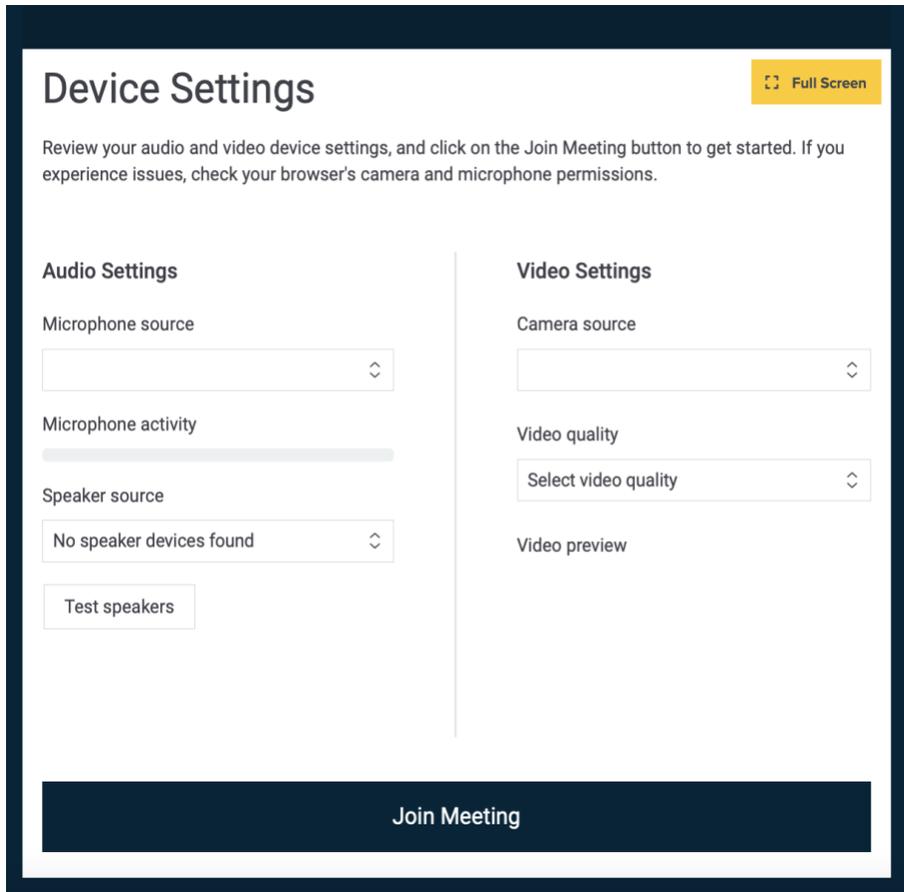
Once in the meeting, you can chat with other attendees using your audio and video and the chat box to the right of the screen. Up to 16 of the 25 Group attendees video screens will be visible at a time.
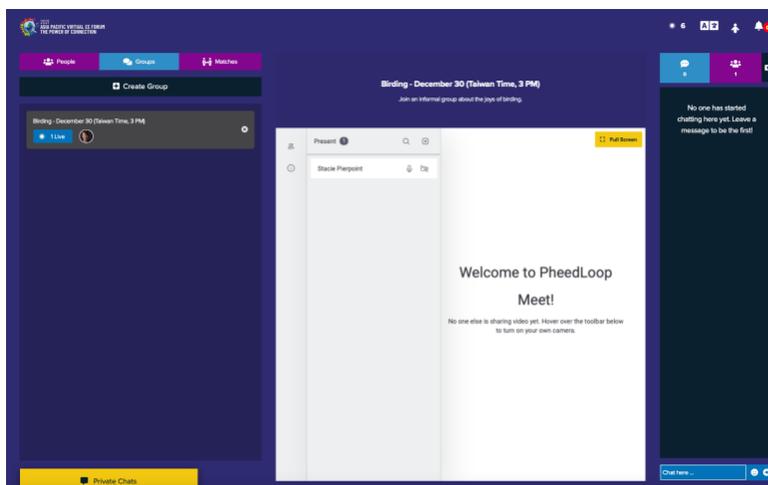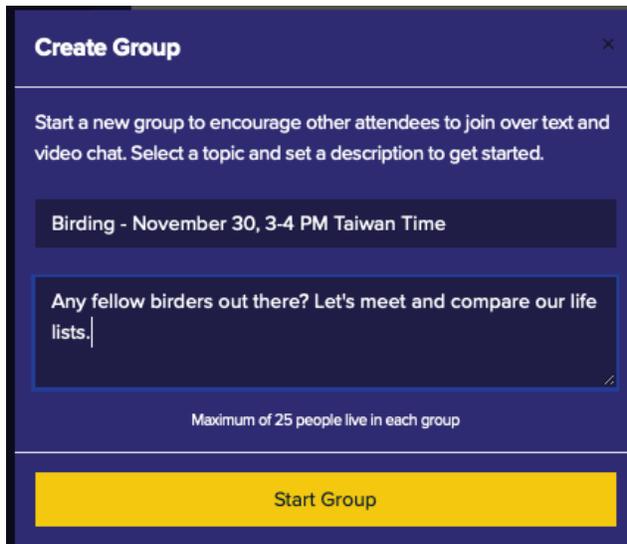
Leave a Group

Click on the **Lobby** or any other option on the left vertical navigation to leave a Group.

Create a Group

To start a new Group, click **Create Group**. Give it a title and description. Include a date, time, and time zone in the title (ex. Birding – November 30, 3–4 PM Taiwan Time). Please limit Group times to one hour or less, when possible.

Ideas for Group Topics:

- Start a conversation about a topic from a session you attended
- Connect with people from your region of the world
- Ask a question about your work and crowdsource answers
- Connect with attendees around a topic or common interest
- Just invite people to coffee, breakfast, or lunch and see who shows up
- Invite attendees of a session you joined to continue the conversation
- Share a skill you have or topic you are an expert in and ask attendees to "Ask You Anything"
- Share favorite recipes

The list of possibilities is endless. We can't wait to see what you come up with.

Invite People to the Group

Share the Group info using the public chat in the **Lobby**, in the Webex chat of a session you are attending, or through private chats with specific attendees.

IMPORTANT: We will review the Group lists from time to time, and may delete Groups if they do not include a date and time in the title or if they appear to no longer be in use, so that everyone has an opportunity to create Groups. If we accidentally delete your Group, please create a new one and clearly state the date, time, and time zone in the title. Thank you!

Lastly, please note that Groups are visible to all attendees and any attendee can join. If you wish to chat with another attendee privately, you may do so by clicking on **Attendee Networking**, then **People**, and searching your contact. Chat by video or direct message.