

Create Group Chats in Eko

Keep work chats organized in one place using Eko's Group Chat

To create a Group Chat, follow these steps.

1. Open your Eko app
2. Tap the + icon
3. Tap Chat to create a chat
4. Tap Group Chat
5. Search by name under search or scroll through the list of users and tap to add members
6. Tap Next in the top right-hand corner
7. Type in a group name (up to 50 characters) for the chat. A group name is optional and can be added later.
8. Tap the camera icon to add a photo to the group. A photo is optional and can be added later.
9. Use the toggle to choose open or closed chat
10. Tap Done in the top right-hand corner to create the chat

Do note: If the chat is open, any colleagues in the chat will be able to add or remove users and edit the details of the chat.

