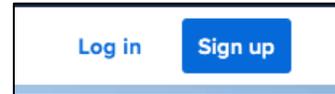
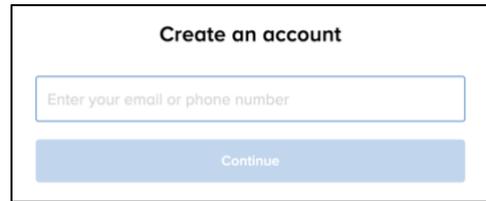


Remind

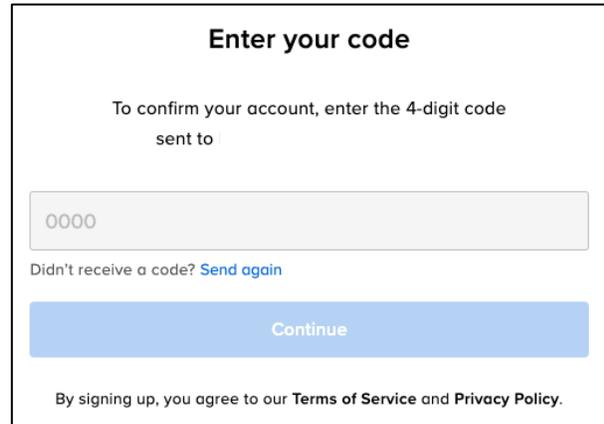
1. Go to remind.com and click on Sign up in the upper right corner.



2. Put in your school email address.



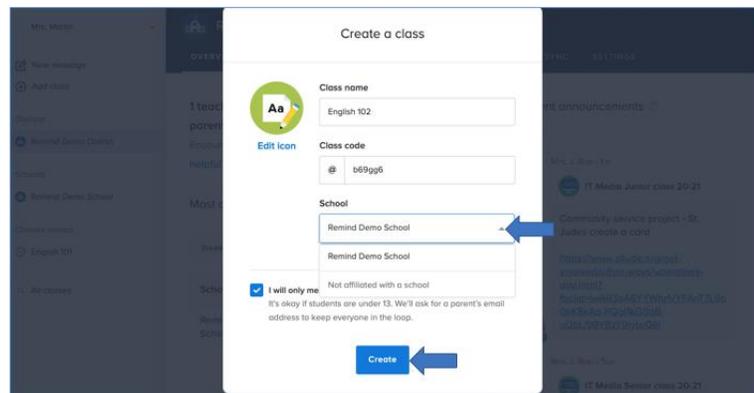
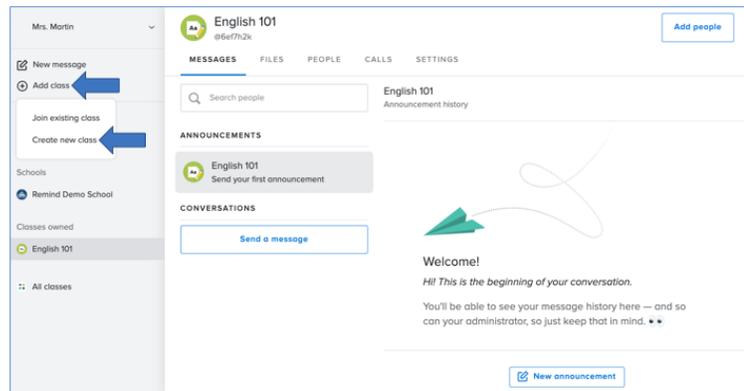
3. If you already have an account you will be sent to the log in screen. If you don't have an account a code will be sent to your email and you will be asked to put that code in to proceed. *If you already have an account and don't remember your password, please use the forgot password feature.



Complete the steps to signing up/logging into your account.

4. Create a class

- Click **Add class** which is located on the top left side of your dashboard.
- Select **Create new class**.
- Add a **Class name**.
- We will automatically generate a class code for you, but you can also create your own code. It must be at least three characters long, and it cannot be in use by any other Remind user.
- Under **School**, select the organization your class should be connected from the dropdown menu.
- Click **Create**.
- [Click here](#) for more instructions on creating a class in the mobile app.

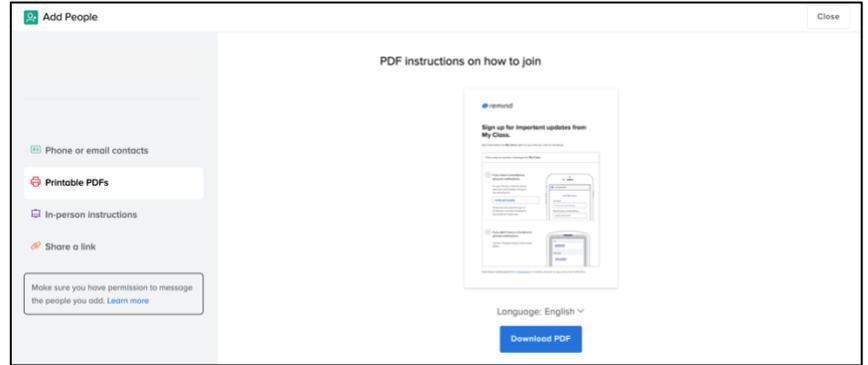


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5. Add people to your class

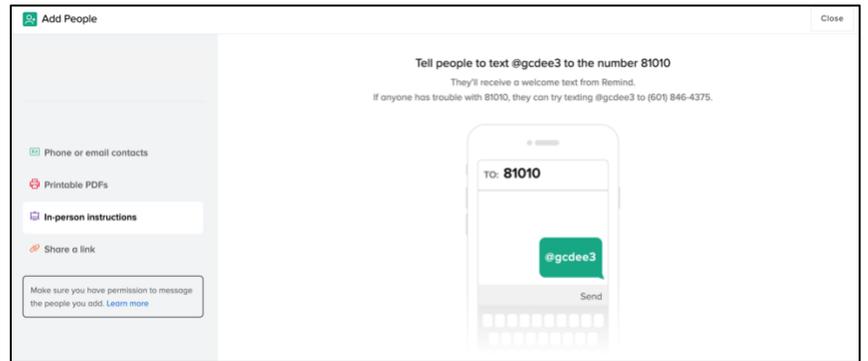
- **Printable PDF**

Download or print out instructions for joining Remind. The PDF provides text or email sign-up options and is available in Spanish, French, and Portuguese.



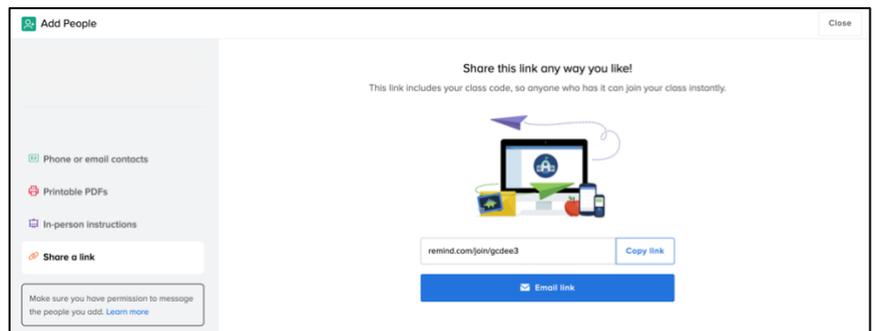
- **In-person instructions**

If people have their mobile phones with them, they can sign up in seconds via text message.



- **Shareable link**

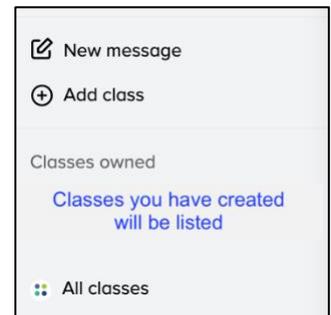
With this link, people can join your class directly from their phones or computers without entering your class code.



6. Send a message

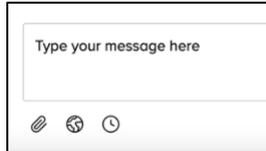
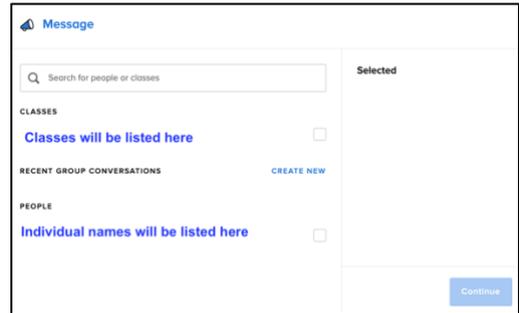
- When you send a class announcement, all the participants in your class will receive the message. You can also filter your announcement by teachers, students, or parents to send a role-based message.
- As a class owner, you will be the only one who will see any replies to your announcement. To send a class or a role-based announcement on web:

- Click on **New message** located on the left side of the dashboard.
- Find the **Classes** section and select the class you want to receive your message.

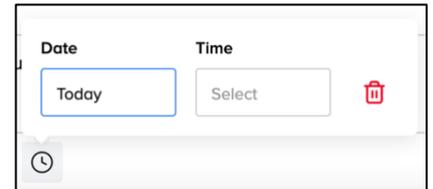
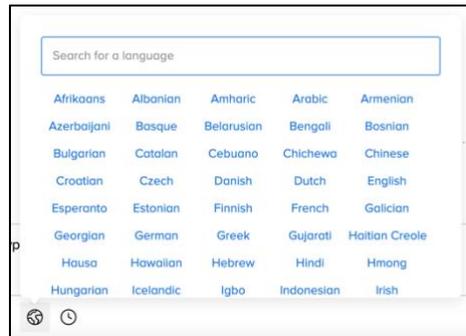
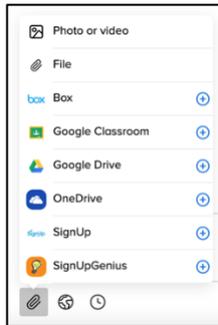


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- Click on **Everyone** to choose a **role-based** group (teachers, students, or parents) from the drop-down menu.
- You can also add individuals to a class announcement, or select additional classes to send the same announcement to multiple classes.
- Click **Continue**.



- Type your message and click **Send**.
 - You can attach a file, translate the message, or schedule the message for a later time.



For more information on using Remind, please visit their website and consult their [help articles](#).