



Remind Quick-Start Guide



FALL

PORTLAND PUBLIC SCHOOLS



Create a free account

You can create a Remind account by going to our homepage at www.remind.com or downloading the free iOS or Android app. Click on Sign up. To sign up, you'll need to provide a full name, email address, and password. From there, [choose your role](#) and follow the instructions to start using Remind.

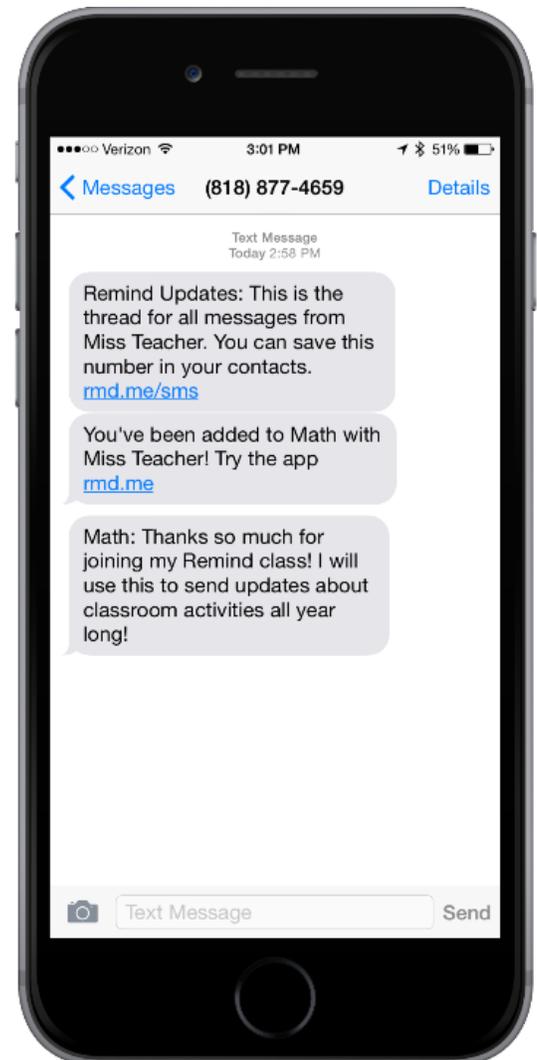
What Remind texts look like

When someone joins a class via text, they'll get an automatic notification with the class owner's signature. Each class announcement will be labeled with the class name, while individual messages will be labeled with the signature. Here's how it looks.

Participants receive all messages from one specific teacher in one thread.

Messages will come from a different phone number for each teacher. For example, announcements and messages from Ms. Smith will come from one number (555-555-5555), while announcements and messages from Mr. Jones will come from a different number (888-888-8888). You can save these numbers in your contacts list under the teacher's name. The area code for these numbers is randomly assigned and doesn't change the normal cost of receiving a text message.

You can save these numbers in your contacts list under the teacher's name.



If a class is shared by multiple teachers, messages will still come from the phone number of the teacher who sent the announcement or conversation. If a class has two owners, the students will receive messages from 2 different numbers depending which teacher sent the announcement*.

To join more classes

To join more classes, text the class code to **81010 (US only)**

Example: Text @math to 810-10

In response to a teacher's announcement or chat, text these commands to:

- **Leave a school:** leave a school and all the classes linked to it @
LEAVE @"schoolcode"
- **Leave all classes owned by this teacher:** @LEAVE
- **Leave a teacher's specific class (but stay in this teacher's other classes):** @LEAVE @"code"
- **Send a reply:** Replying to an announcement will automatically start a direct conversation between you and the participant who sent the announcement. We'll let you know if your teacher is not available to receive a reply.
- **Send a report** to Remind for any inappropriate messages. We will review this content and take action if outside of our [Community Guidelines](#): @REPORT

You can always text @STOP to 81010 as well to block all texts from Remind.

To unblock Remind simple text any school or class code to 81010.

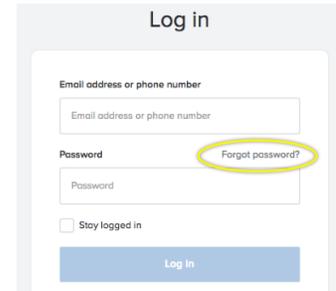
If you are in a conversation with multiple people:

- **Leave the conversation** (you will no longer receive any responses in that conversation and cannot rejoin. The teacher will need to add you back in if desired.): @LEAVE
- **Send a report to** Remind for any inappropriate messages. We will review this content and take action if outside of our [Community Guidelines](#): @REPORT

Note: When first joining or being added to a class with multiple owners, you can expect a welcome message from each owner. For example, if there are 3 owners for a class, when a participant joins via text they'll receive 3 text messages in response for the same class, one for each owner.

I can't access my account

Try clicking "[Forgot password?](#)" next to the password field. You'll receive an email from no-reply@mail.remind.com with a password reset link to access your account again.

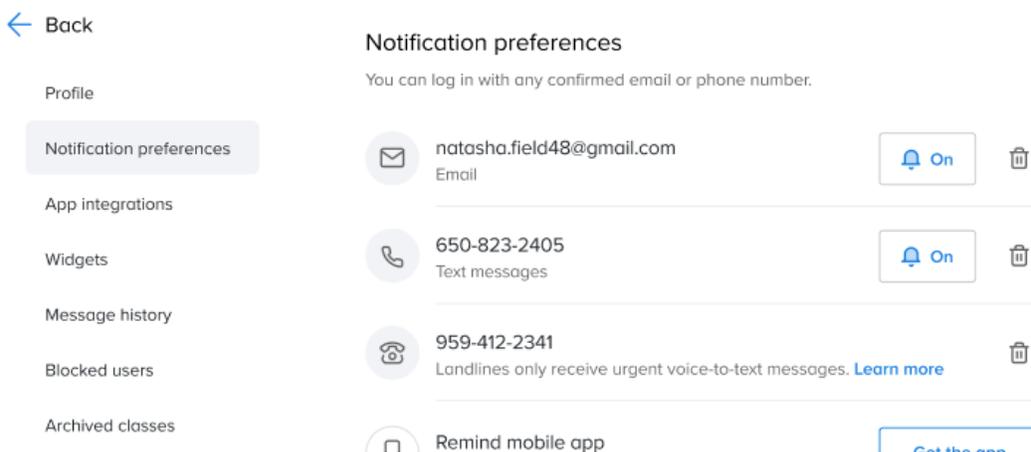


Change your notification preferences

You can add, remove, or edit your cell phone number and email address as well as adjust your app and desktop notifications via your Remind dashboard.

On Web

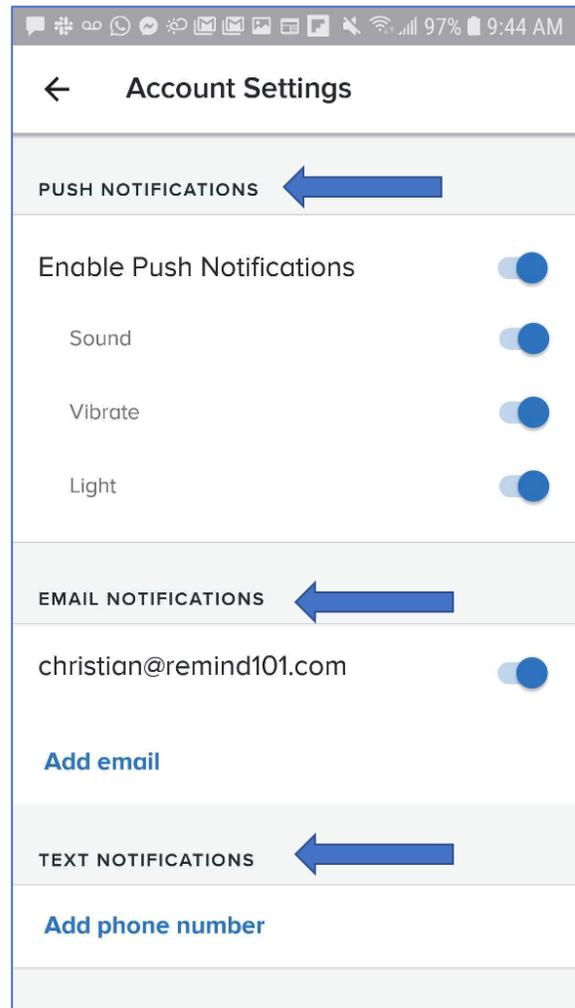
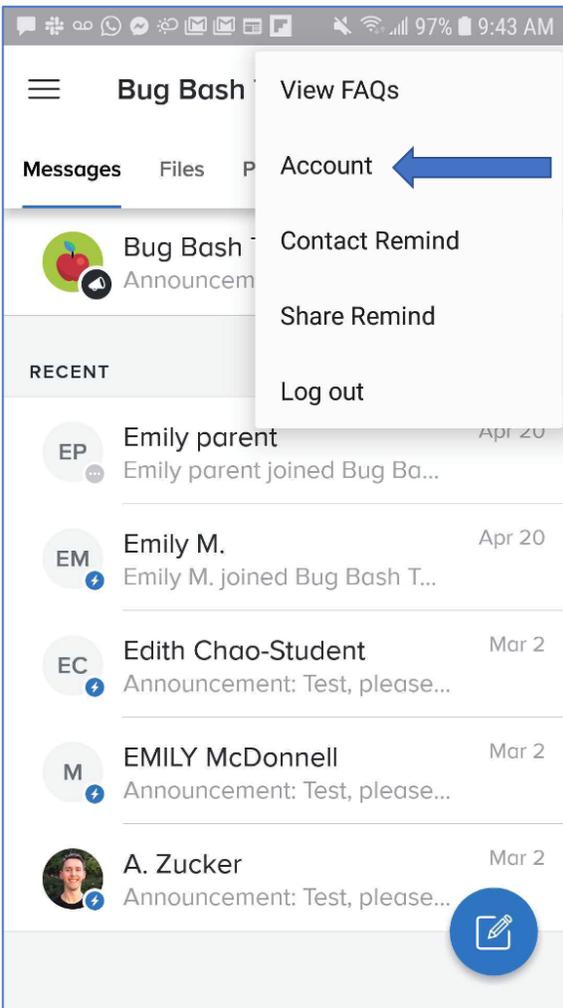
1. Log into your Remind account on a computer.
2. Click your name in the upper left corner and then click on "Account settings."
3. Select the "Notification Preferences" tab.
4. Set your preferred way to receive notifications.



Note: You can change, add, or remove an email or phone number in your account on this page. Once added, you will need to confirm your new device through a 4-digit confirmation code; so make sure you can easily access your landline and/or mobile number.

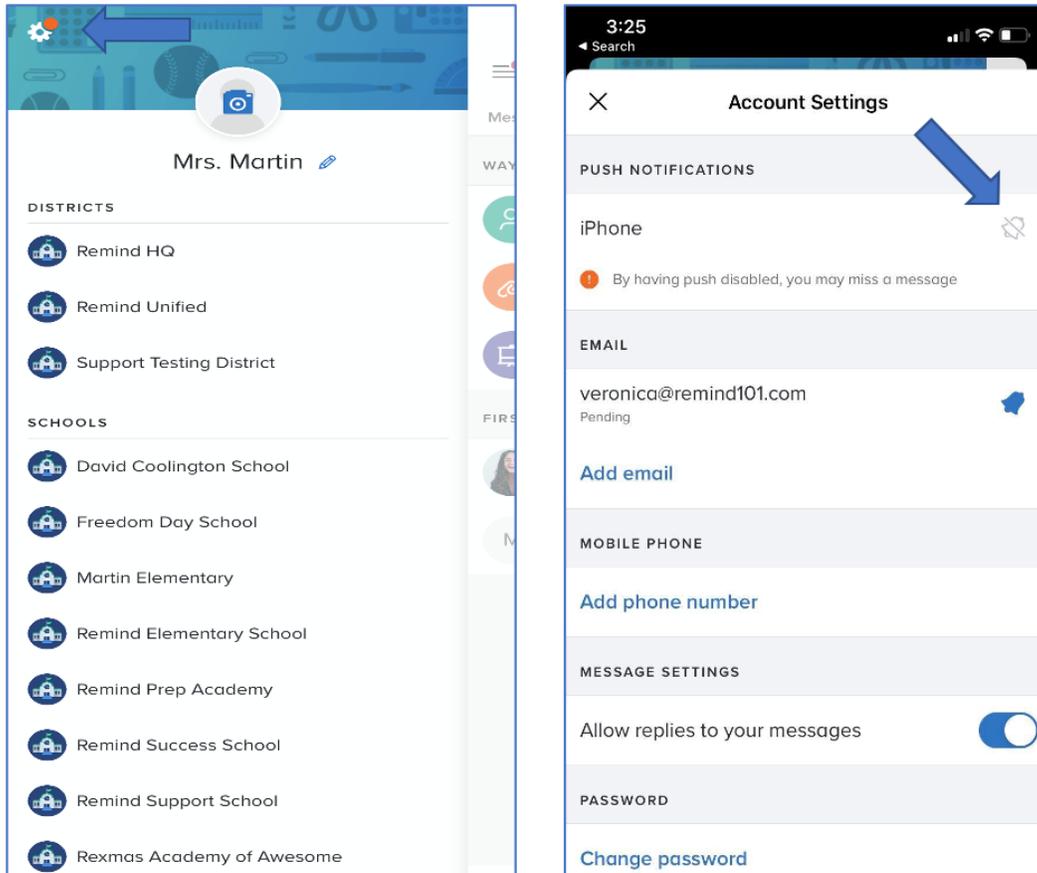
Via Android:

1. Log into the app on your phone.
2. Click on the three vertical dots in the upper right corner of the screen.
3. Click on Account.
4. Click on the gear in the top right and choose 'Notifications.'
 - Choose any combination of push notifications for the app, email, and text (at least one needs to be turned on).
 - To remove your cell phone number from your account, press and hold the number and you'll see the option to delete it.



On iOS:

1. In the app, tap the gear icon in the upper left corner of the screen.
2. Choose "Push" (the Remind logo pops up at the top of your screen if you receive a message), or double check your cell phone number and email address and save those preferences.



Note: When you download the app, push notifications are turned on and your text and email Remind messages are automatically disabled - so you do not receive duplicates.

Note: If you are adding your landline number to your account, keep in mind that it will only be reachable for:

- **Voice calls:** With [voice calls](#), you can reach both mobile and landline numbers. Personal phone numbers stay private and calls are automatically logged.
- **Urgent messages:** When administrators send [urgent messages](#), they will reach everyone in your community across all available devices, including landlines.

Join a class

You can join a class or school to receive Remind messages via text, email, or push notification (or any combination of these).

1. To get text notifications:

- **Join by text:**

Participants text a unique class or school code to a Remind phone number. For U.S teachers, the Remind number is 81010. For example, if you wanted to join a class with the class code @math, you would text @math to 81010.

- If you are a new user, check out our video here:

- If you are an existing user, check out our video here:

- **Join online:**

Visit remind.com/join and enter the class or school code along with your mobile phone number. You'll get text notifications at the number you entered.

2. Get mobile app notifications.

[Download the mobile app](#) for iOS and Android devices and create a new account (or log in if you already have one.) To join a class, tap the + by Classes Joined and either join with your class code or search for your class. You'll automatically get app notifications.

3. Get email notifications.

- **Join online:**

Visit remind.com/join and enter the class or school code and your email address.

- **Join from your inbox:**

Send a blank email to *code@mail.remind.com*. (If the class code were @math, for example, you'd send a blank email to *math@mail.remind.com*.) You'll get a response with more instructions.

If you don't have a class code, you can log in to your account to search for your class.



Please note:
school codes are available only for users on a [Remind Plan](#).

Opt out of messages

Leave all classes owned by this teacher

- Text @LEAVE in that teacher's thread
Leave a teacher's specific class (but stay in this teacher's other classes)
- Text @LEAVE @"class code"
Leave ALL teachers' classes on Remind
- Text @STOPALL

Note: When you text @LEAVE @"class code" and the code is for your school, your account will be unlinked from the organization.

iOS app:

Leave a teacher's specific class

- Once you are on the class, tap the the class name on top. In Class settings, tap the red "Leave this class" button at the bottom of that screen.

Android app:

Leave a teacher's specific class

- Tap the 3 dots in upper right once you are in the class and then tap Class settings. Lastly, tap the red "Leave this class" button at the bottom of that screen.

Emails:

Opt out of all Remind emails

- Click the Unsubscribe button at the bottom of the email.

Web:

Leave a teacher's specific class

- Click on the name of the class you want to leave. Click the gear icon in the upper right then "Leave this class" on Class settings.

Note: You will still see conversations with members of these classes, as messages cannot be deleted on Remind.

For technical issues: <https://help.remind.com/hc/en-us/sections/200443817-Technical-issues>

Need help with messages? Visit: <https://help.remind.com/hc/en-us/sections/200349319-Messages>