

# Private group chats

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Private group chats enable people in the group to communicate in private. They remain on the chats tab, and only members of the group can be invited. They are separate from a private group DM where anyone connected to others on Heylo can be invited to join outside of the group.

To create a private group chat, press the create button at the top of the chats screen, and then toggle “private.” Invite initial participants from the group, and they’ll be automatically added to the private group chat. Anyone can leave the private group chat at any time, and a system notification will be printed when left.

After creation, any member can add new members to the private group chat. When someone new joins a private group chat, they are not able to see messaging history.

Any member of the private group chat can remove any other participant. To rejoin, simply get an invite from another member.

## Default private group chat for Admins

Groups on Heylo have a default private group chat for admins. Admins can use the private group chat to plan upcoming events, chat about big initiatives, or expand their leadership team.

Anyone with the Admin role is automatically added to the admin private group chat. If an admin leaves the private group chat, they can still remain admin but must be invited back to the private admin group chat individually.

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