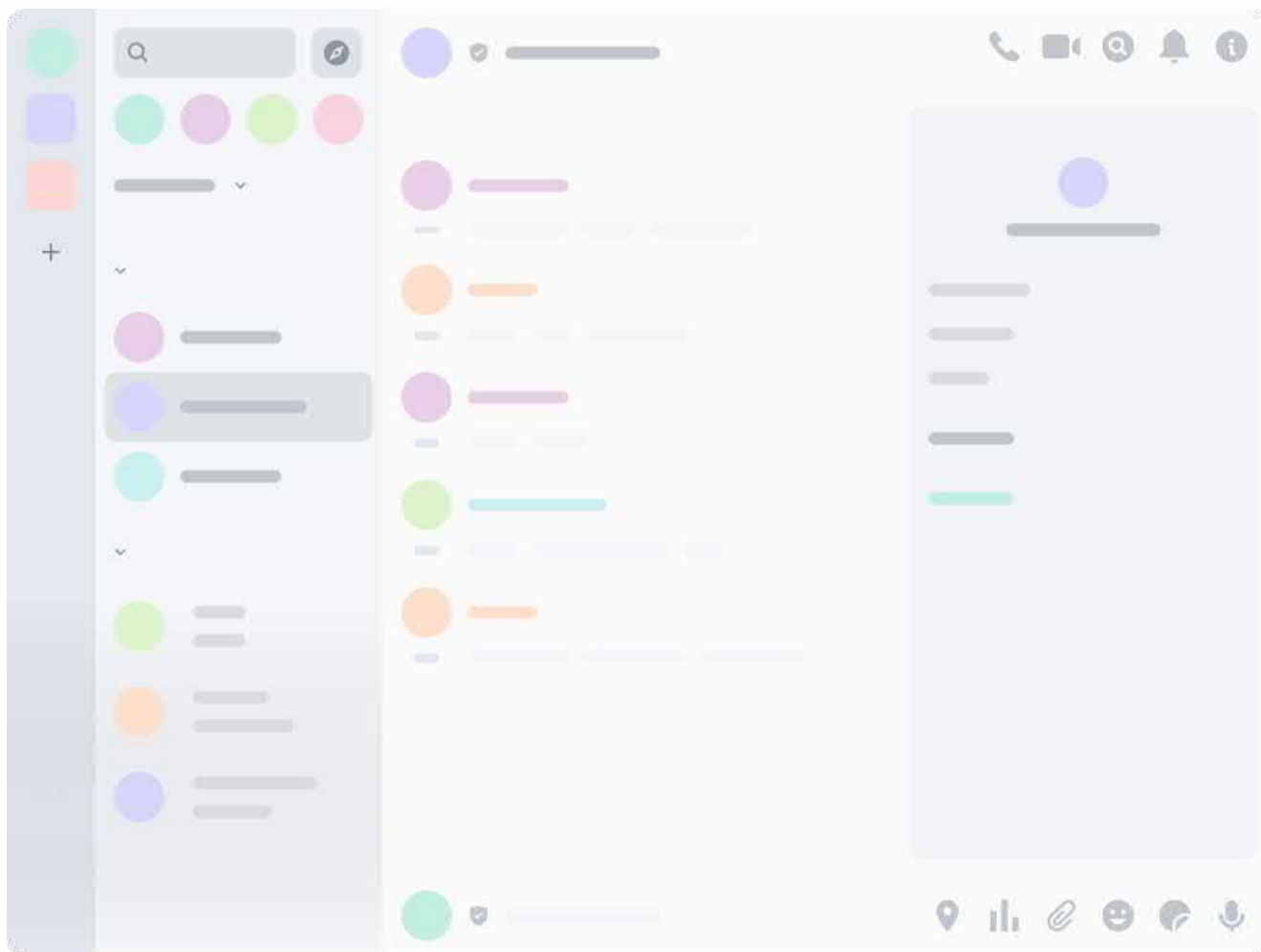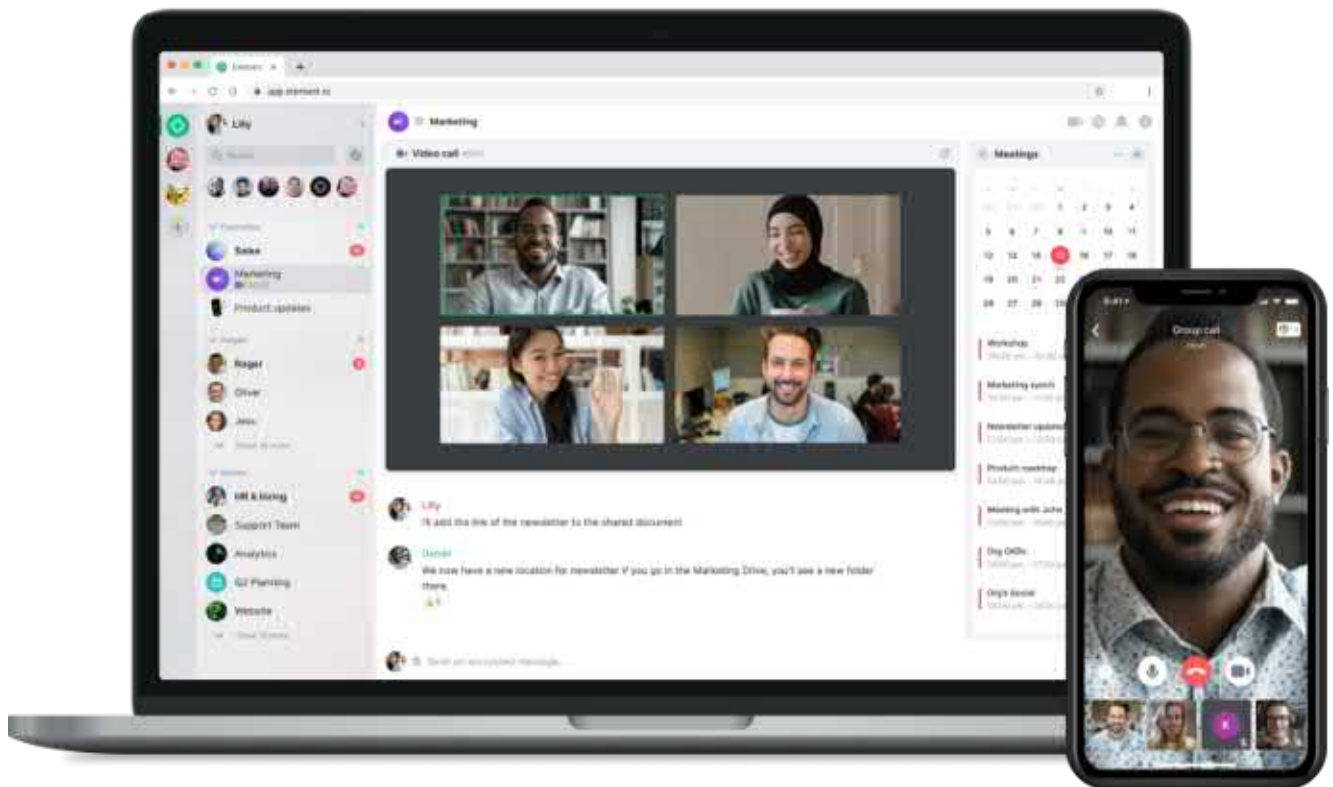# element

Get started with Element.

Get up and running in just a few minutes!

Element is an end-to-end encrypted secure messenger and collaboration app. **Talk to friends, family and colleagues** through the open and decentralised Matrix network.

The guide includes:

Onboarding.

If you are a new user **click Create Account** to register.

Select where to **host your account** by choosing a "homeserver". You can use the custom server options to sign into other Matrix servers by specifying a homeserver URL. This allows you to use Element with an existing Matrix account on a different homeserver.
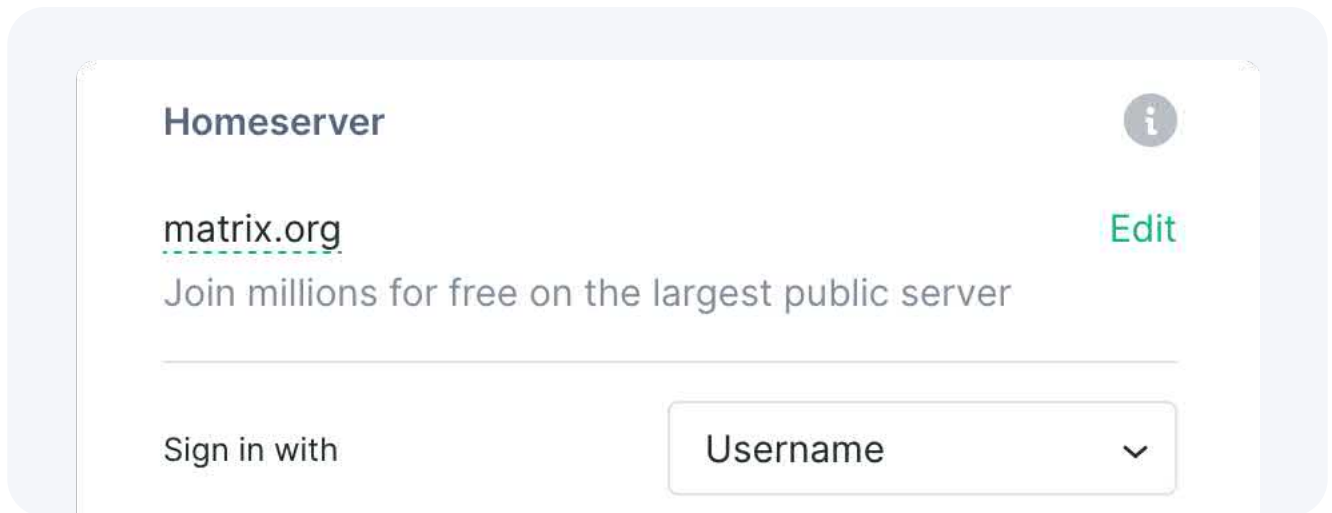
Click "Edit" to choose your preferred Matrix homeserver if you have one, or host your own.

To learn more about homeservers, please visit Matrix.org

From here, please enter a username, password and email address and **click Register**.

Alternatively you can register with your existing Github, Google, Gitlab, Facebook or Apple account.

Once prompted, please read the Terms and Conditions and **click accept**.

An email will be sent to your inbox to **verify your email address**, please follow the steps in the email to complete your registration.

Now you can login.

Enter your email or username and password then **click sign in / log in**. From here you will be taken to Home, where you can start exploring!

A. Secure backup

Secure backup is an important safeguarding step to take, to ensure you never lose access to your encrypted messages and data.

When setting up your account, a message will appear which prompts you to do so. If you missed the prompt you can set this up from within your security and privacy settings


Click continue to start this process.

Choose a memorable security passphrase or security key (for file store).

This will create an encrypted backup on your server that only you can decrypt.

The next time you login on a new device or session, simply enter the passphrase or key to verify your session and you'll have access to all of your data.
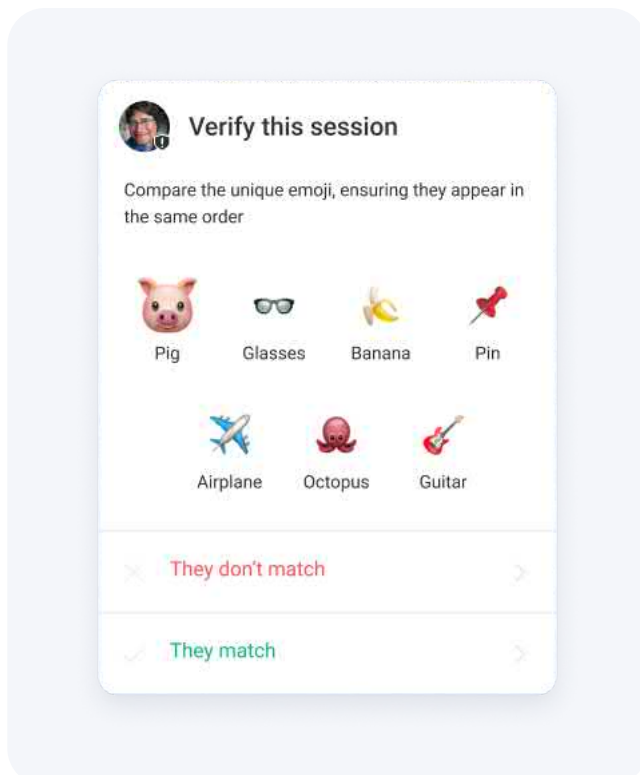
B. Device verification

Device verification is optional and allows you to verify who you're talking to.
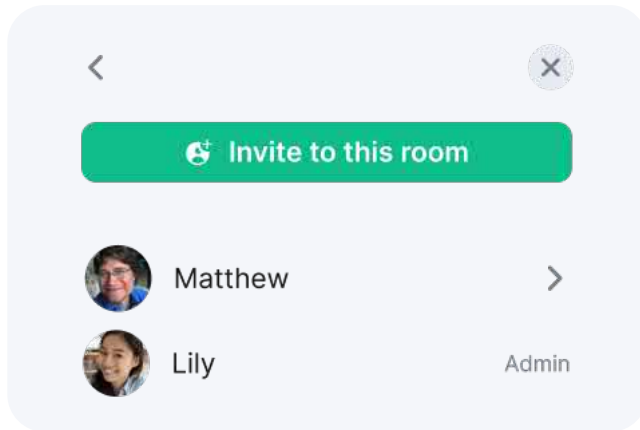
Click the Avatar of the person you would like to verify, in the room header or after clicking the information icon.

This will bring up their information and options, including one named "verify".

Once accepted, both you and the other user will have a set of emoji appear on screen.

We recommend comparing these in real life or over a video call to ensure you're verifying the right person.

If these match, click accept and a green shield will display.

C. Verify an additional device

To add your additional device please log into the Element app. You will be asked to verify this login on your existing device. This is an important step as it'll allow other people to see that the new login is really you.
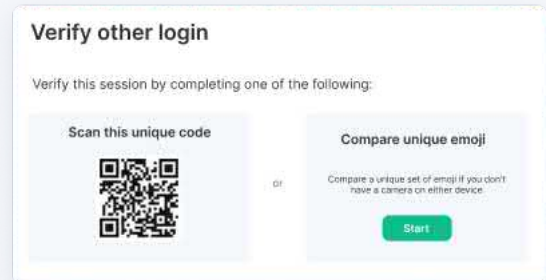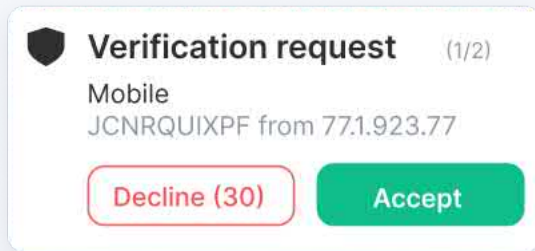
Click Accept on your desktop app to start the verification process.

**Next you will be asked to either scan a QR code with your mobile camera or compare unique emoji.**

A green shield will show once the process is complete.

To manage your verified device, go to "Security & Privacy" in your settings where you can see all devices, rename or sign out of them.

The left panel.

Organise your chats into spaces,
people, rooms and favourites.

A. Your Profile

B. Spaces

C. Search Bar

G. Favourites
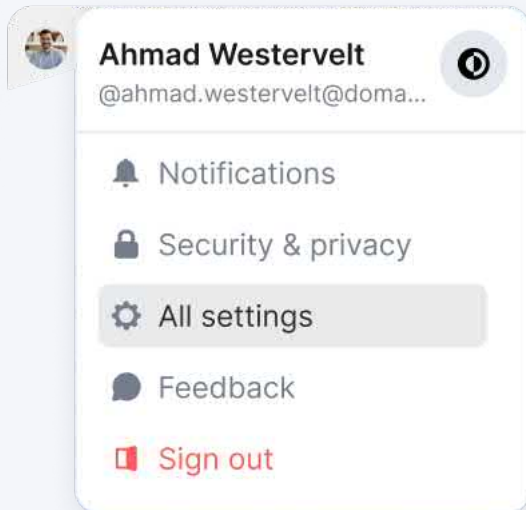
F. People

D. Rooms
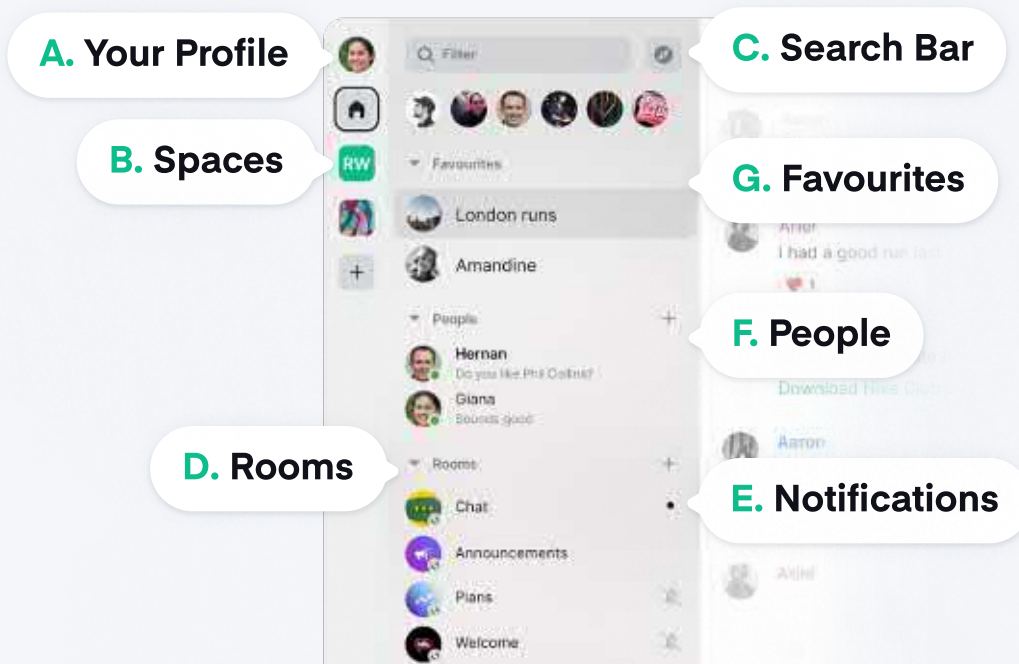
E. Notifications

A. Your profile

Update settings such as your display name, profile picture, language and password. Here is also where you manage notifications, security and privacy, and general settings about your account.

Access settings by clicking on your profile picture (Avatar) at the top left; from there select "All settings" and then "General".

1

Ahmad Westervelt
@ahmad.westervelt@doma...

🔔 Notifications
🔒 Security & privacy
⚙ All settings
💬 Feedback
🔲 Sign out

2

⚙ General
👁 Appearance
🔔 Notifications
🎚 Preferences
📞 Voice & Video
🔒 Security & Privacy
🚩 Labs
❓ Help & About

Here you can update settings such as your display name, profile picture, language and password. You can also manage notifications, security and privacy, and general settings about your account.

Avatars are selected on the "General" tab. This is what will show as your display picture to other users. When you hover over the circle, the word upload will show. Click this and you will be taken to your system's files where you can select a file you want to upload.

Display Names are added or updated in the "General" tab, type your desired name into the box and click save.

Contact Details are added or removed on the "General" tab. Email addresses and phone numbers are optional, but allow you to reset your account or recover a forgotten password.

**Language** preference can be selected using the drop down menu.

B. Spaces

Organise groups of people and rooms together by using Spaces. A selected space will only show the list of rooms and people that are part of it.

Home ··· **+ Create space** **Web / Desktop**	**+ Add space** **⚙ Settings** **iOS / Android**
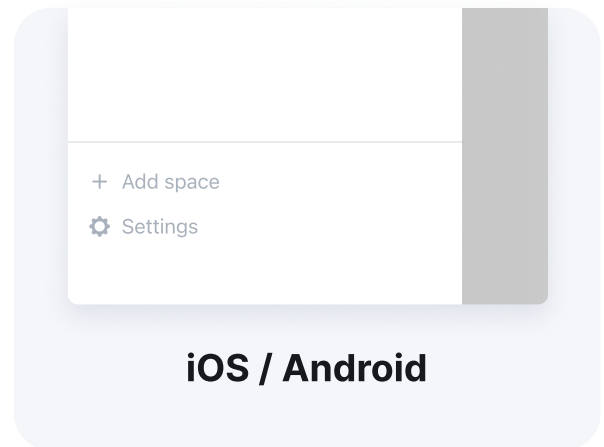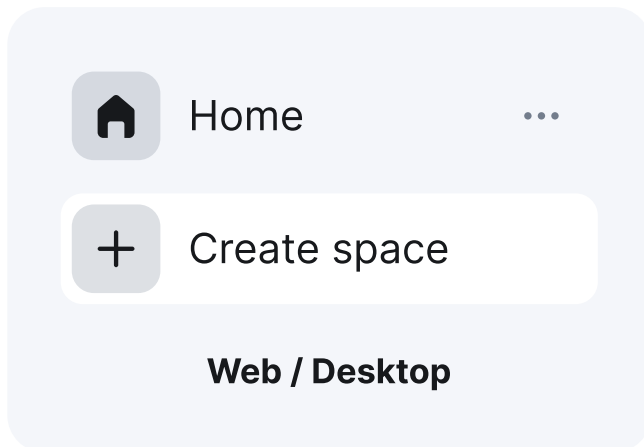
Set up a new space by clicking "+ Create a space"

Tap the menu icon and select "+ Add space"

From here you can create either a **public or private space**. Once your space is created you can invite people to join it and create new or add already existing rooms. Cater the space to your specific wants and needs.

Public
Open for anyone, best for communities

Private
Invite only, best for yourself or teams
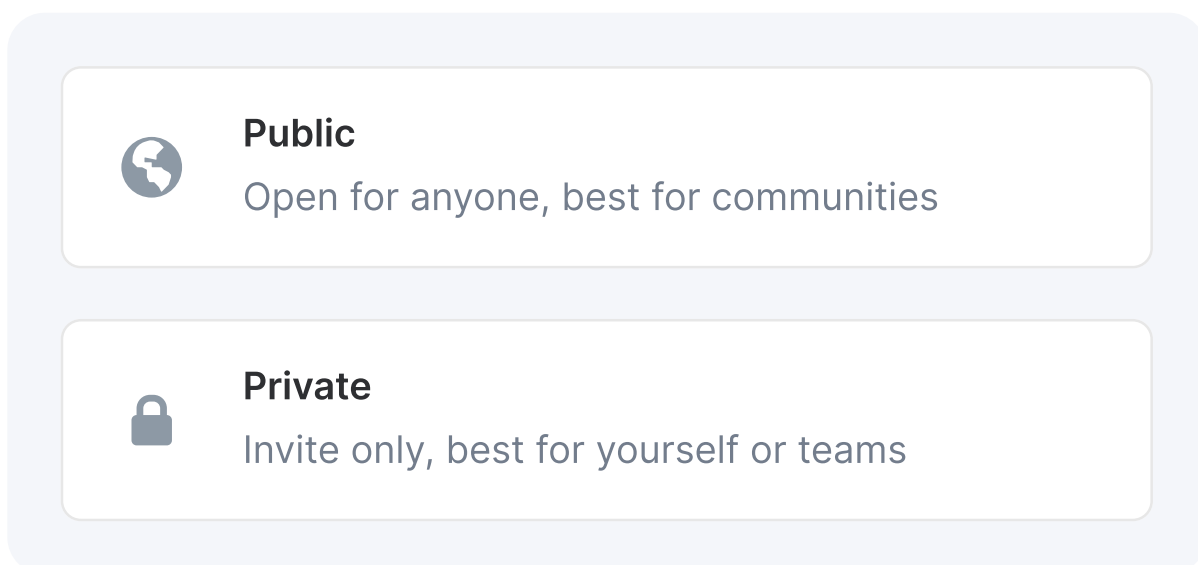
C. Search bar

Find people and rooms who are already part of your lists.

D. Rooms

This is where group discussions take place. Naming conventions help conversations be focused on a specific topic, and aid discoverability.

When searching for a room, make sure to select the right server for it to be discoverable. You can only join a private room by receiving and accepting an invite.
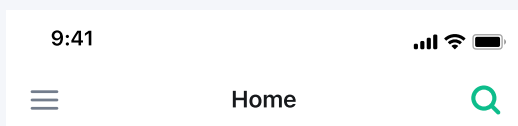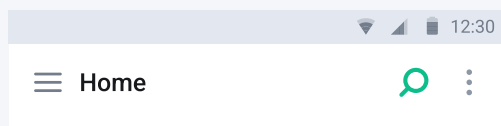
Find a public room

Web / Desktop
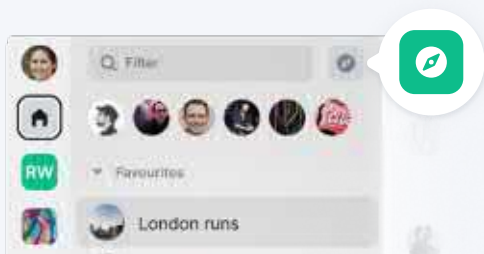
Find a room by using the "Compass" icon to explore already created public rooms and press "join".
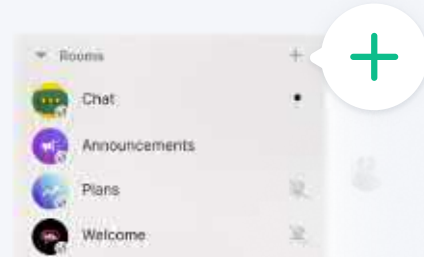
iOS

Android

Find a room by using the "Search" icon to explore, tap the room and press "join" to participate.

Create a room

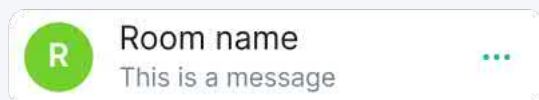Create a new room by clicking the "+" next to Rooms in the left panel.

Web / Desktop

Create a new room by clicking the "#+" button, use the dropdown to make it private or public.

iOS / Android

Leave a room

Web / Desktop

R Room name
This is a message •••

Leave a room by clicking the three dots and choose the "leave room" option.

iOS / Android

Room name

Leave a room by clicking the "room name" at the top of the room and choose the "leave room" option.

E. Notifications

To stay focused, you can set when you want to receive notifications.

Web / Desktop
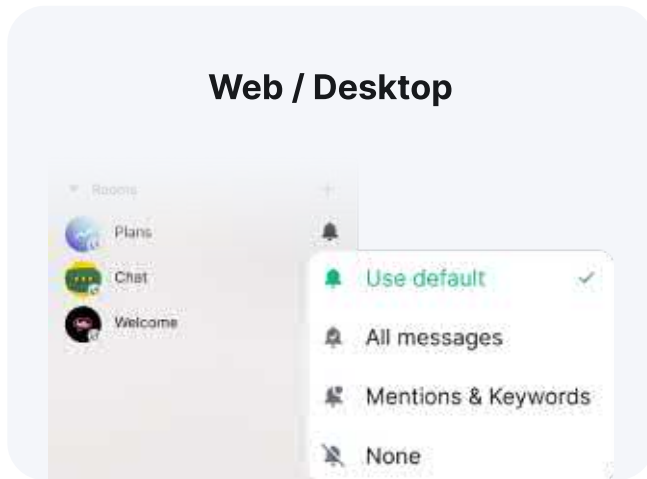
Manage notifications per room and per person by clicking on the bell icon next to it.

Manage all notifications in your profile settings under "Notifications" to control where and when you will receive notifications.
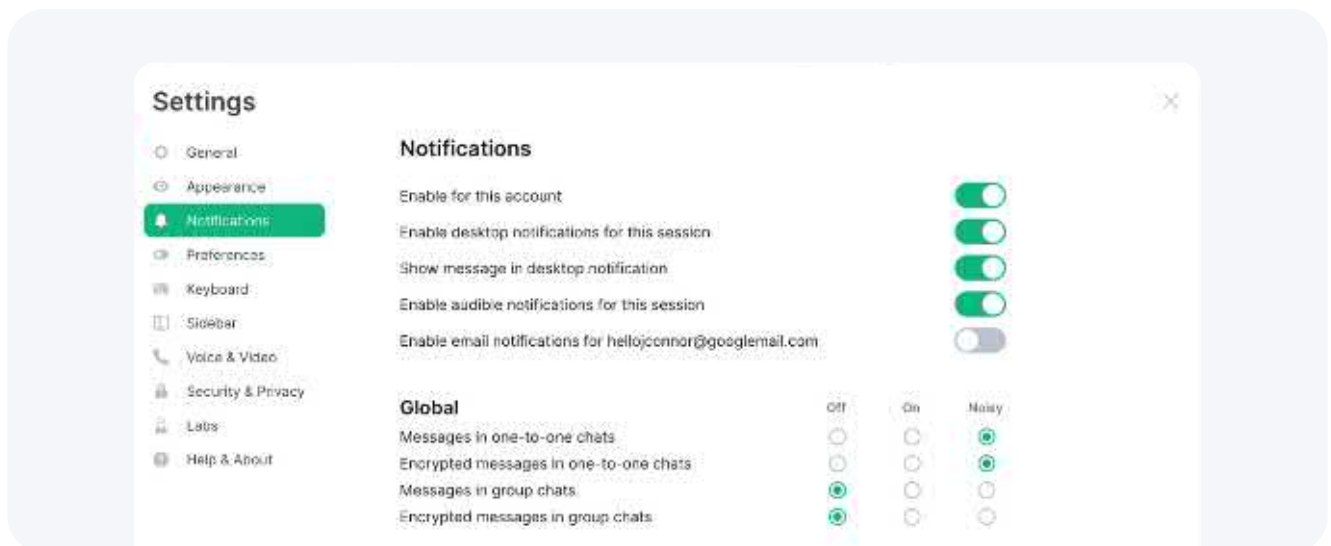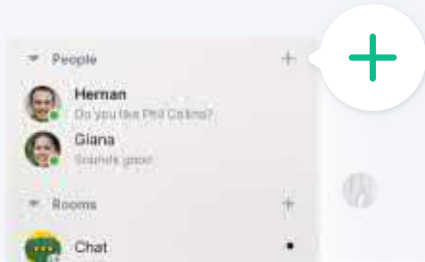

The notifications will be set to a default e.g. Noisy for messages containing my username. Please alter these settings to your personal preference.
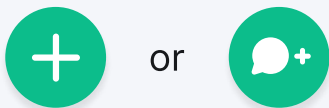
F. People

This is where one-to-one chats take place.

Web / Desktop

Start a new chat by using the + button next to "People" in the left panel and type in their username or Matrix ID.
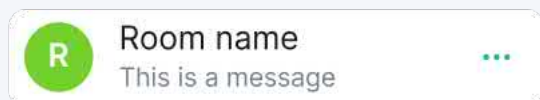
iOS / Android

 or

Start a new chat by clicking the "+" button from home or the "chat bubble" from the people tab.

G. Favourites

Easily pin favourite rooms and people for quick access to be displayed at the top of your list.

Web / Desktop

You can select "low priority" for the rooms and people you wish to push to the bottom of the lists using the "three dots" icon next to it.

H. Appearance

Once you're up and running, you can start to think about how you want everything to look.
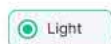
In settings, click "Appearance" where you can amend the theme to light or dark, increase or decrease your font size or click on "Show advanced" for more.

The middle panel.

Here is where the conversations happen! 🙌

A. Room header

C. Threads

B. Messages

D. Voice messages
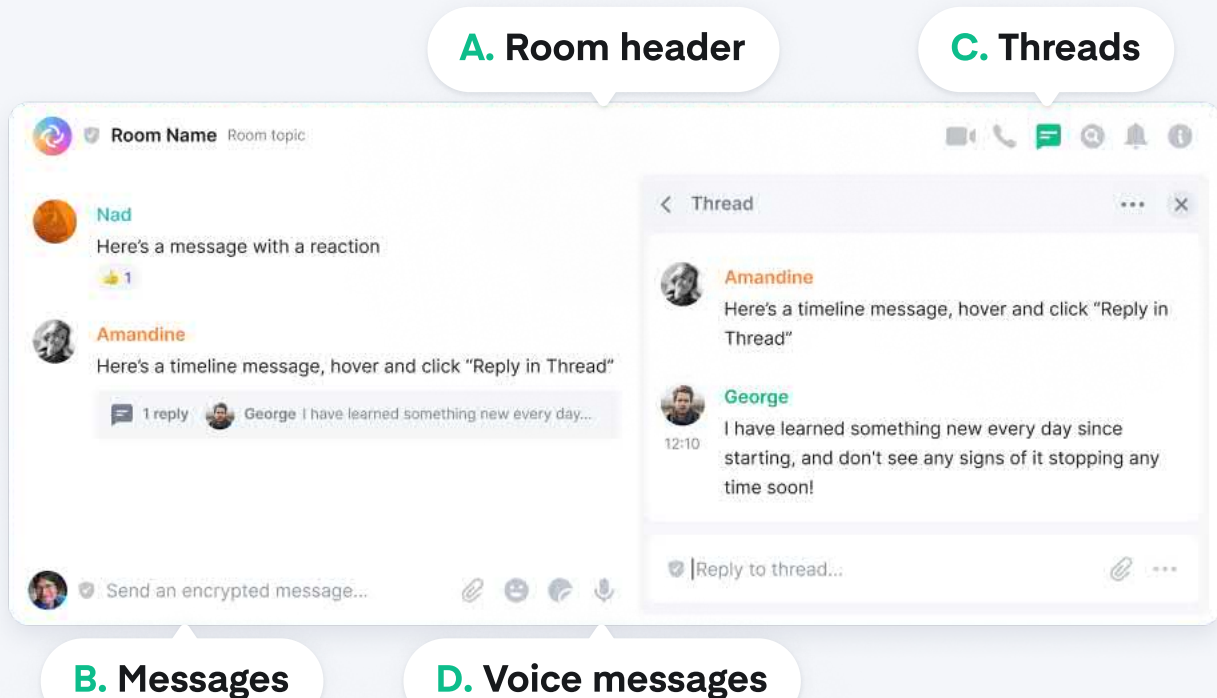
A. Room header

Shows you the room name and a quick summary of the topic. Settings and details of the room can be found and managed in the right hand panel (see separate section).

Start a video or audio call when you're in a room or conversation by clicking on the icons in the "Room header".

B. Messages

Send a message by typing into the composer. Hit enter to send.

Notify someone in a room by writing their name or **@** before their name.

Send a file either by drag and drop or click on the paperclip to browse your filesystem. You can also copy/paste into the composer.

React with emoji 😊 by hovering on a message and clicking the smiley face!

Reply to a message by hovering on a message and clicking the reply button.

Edit a message you've sent by hovering on the message and clicking the edit button (the room will be notified of edited messages).

Remove a message you've sent by hovering on it, clicking the 3 dots option button and choosing "remove" (the room will see a note that a message has been removed).

Format text by highlighting your message in the composer. You have options to bold, italics, strikethrough, code block and quote messages.

Forward a message by highlighting your message, clicking the options button and choosing "forward". You can then choose which room or conversation you want to forward it to.
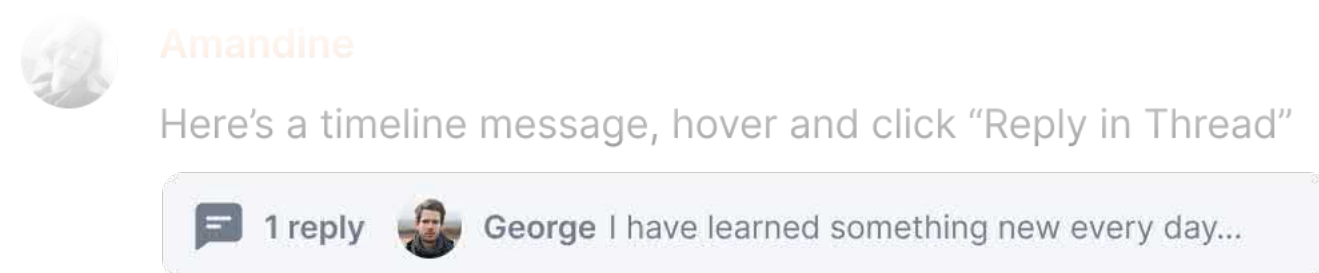
Quote a message by hovering over your message and clicking the options button. You can then click "Quote" and type in your desired message.
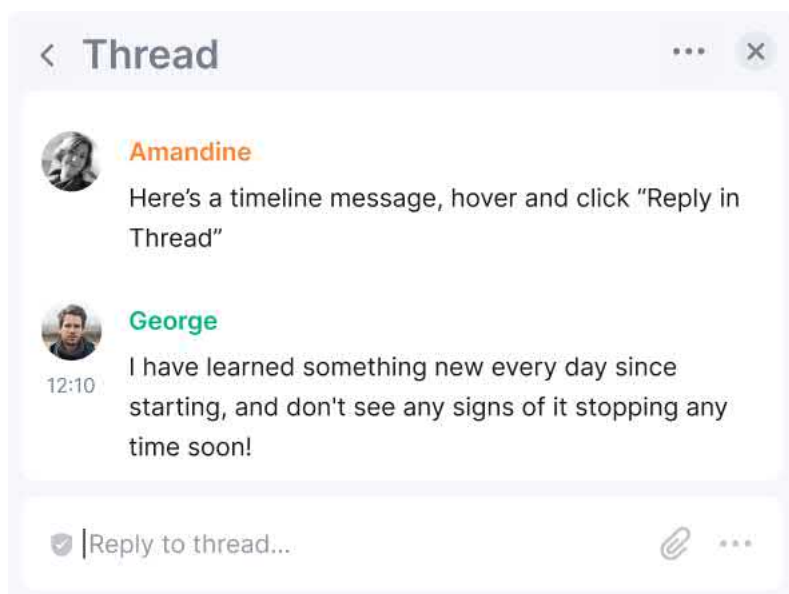
C. Threads

Threads move message replies out of your timeline to help declutter the main feed, keep topics together and "catch up" on conversation easier.
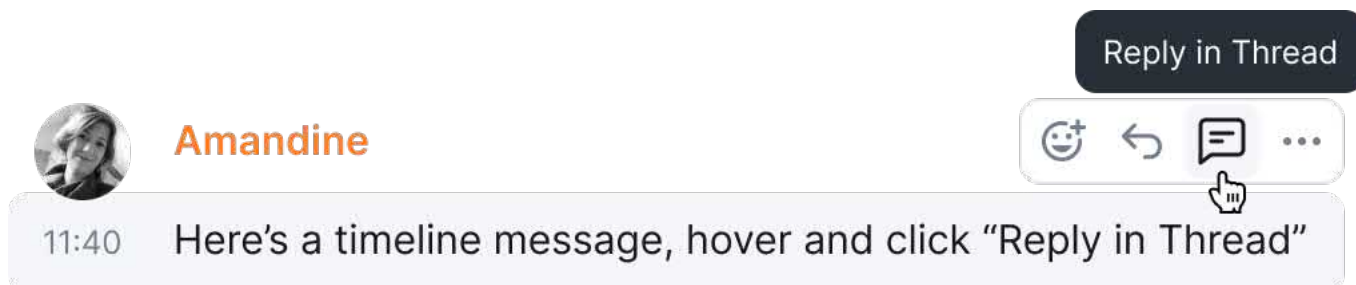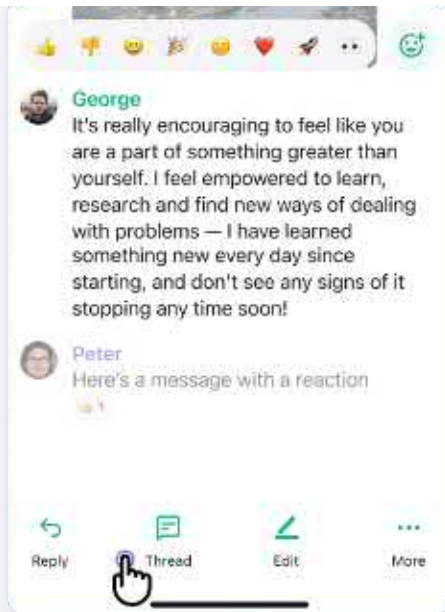

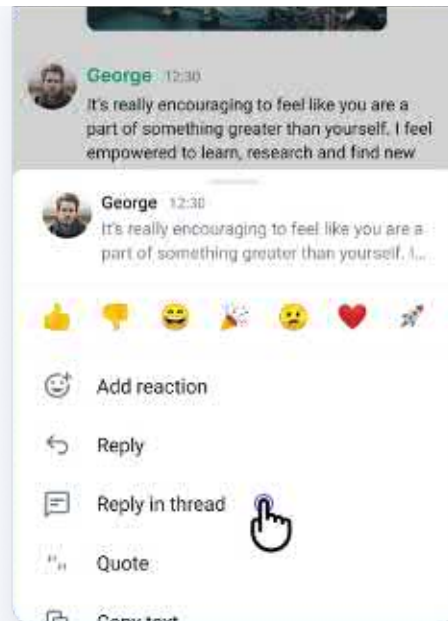You can see Thread responses and respond/react to them.

And see Threads in a room on the Thread panel.

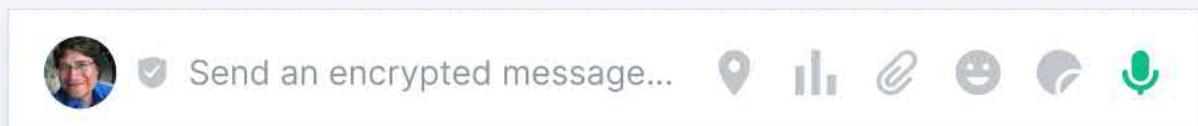**Tap on a message to bring up options then "Thread / Reply in thread"**

iOS

Android

D. Voice Messages

Send a voice message when you're in a room by clicking on the microphone in the "composer" bottom right-hand corner.

The right panel.

Information and settings for your rooms.

Room Name

#roomname:element.io

About

👤 140 people   ›

📄 Files   ›

📤 Share Room   ›

⚙️ Room Settings   ›

Widgets

🟥 Meetings   📌   ›

🟨 Etherpad   📌   ›

⬛ World Clock   📌   ›

Edit widgets, bridges & bots

A. Room information

People lets you see who is already in the room, with the option to invite others to join.

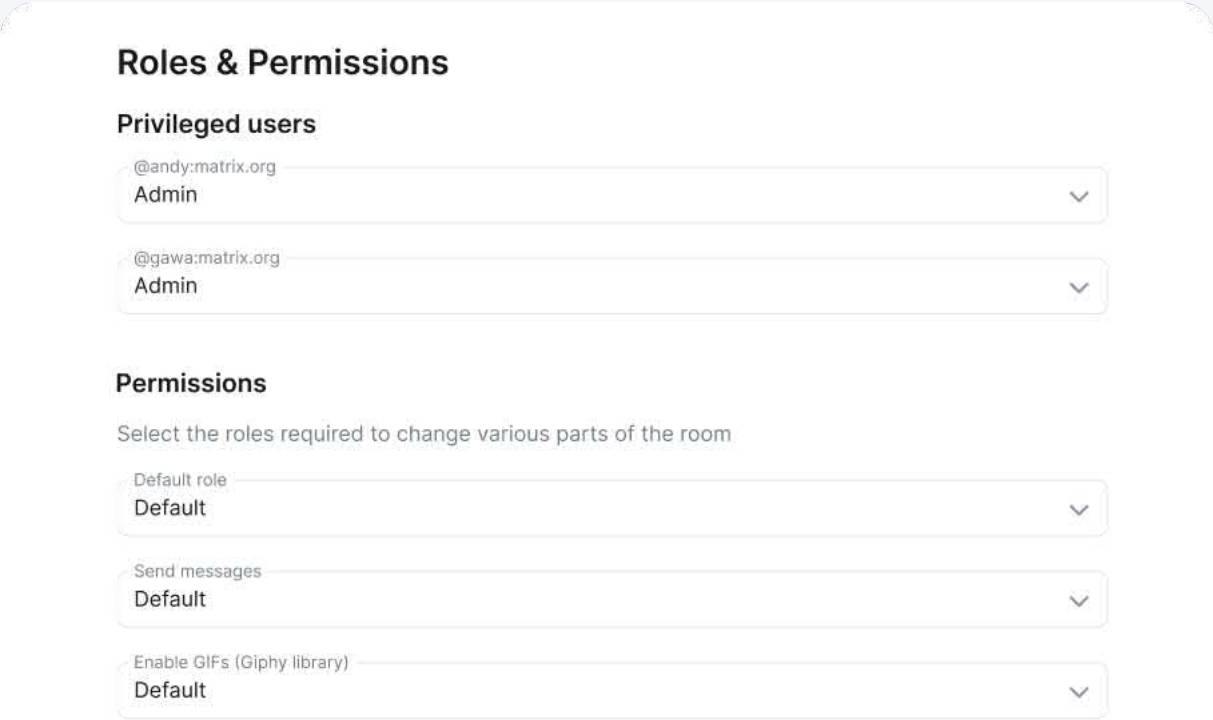**Files** gives you instant access to the shared files in the room.

Export chat lets you download the conversation in a room and export it to HTML, Plain Text and JSON formats.

Share room gives you a way to invite multiple people to the room, via a QR code or social media.

Room settings gives you a series of advanced room setting options. Please note you can only amend these settings if you are an admin.

Click the room name and click "Settings" from the drop down menu.

Here you can manage a number of things, including room permissions and roles.

Additionally, security and privacy settings give you the freedom around encryption, room access and chat history.

Widgets, bridges and bots are optional advanced extras to improve room productivity.

B. Show notification messages

Displays room notifications to keep on top of important conversations.

C. Search conversations

Brings up the search functionality within the current (or other) rooms.

element

For FAQs you can check out element.io/help

Or to discuss a question, from your Element app:

1. Go to "Rooms" and hit the "+" button
2. Select Matrix.org server and choose "Explore public rooms"
3. Then drop in the relevant room address:

Element web/desktop: #element-web:matrix.org

Element iOS app: #element-ios:matrix.org

Element Android app: #element-android:matrix.org