

How to create a note on the Zalo group

On the Zalo group, there was an option to create group notes to show notifications on the group interface.

The current chat applications have provided many useful features for chat groups, such as creating notifications or notes for chat groups. On Zalo there was an option to create notes for the group to notify all members of the chat group. Group notes will always be displayed at the top of the interface so that any member can see them. Users will be given the option to add a link to the note as usual, select the color for the note or the icon for the note.

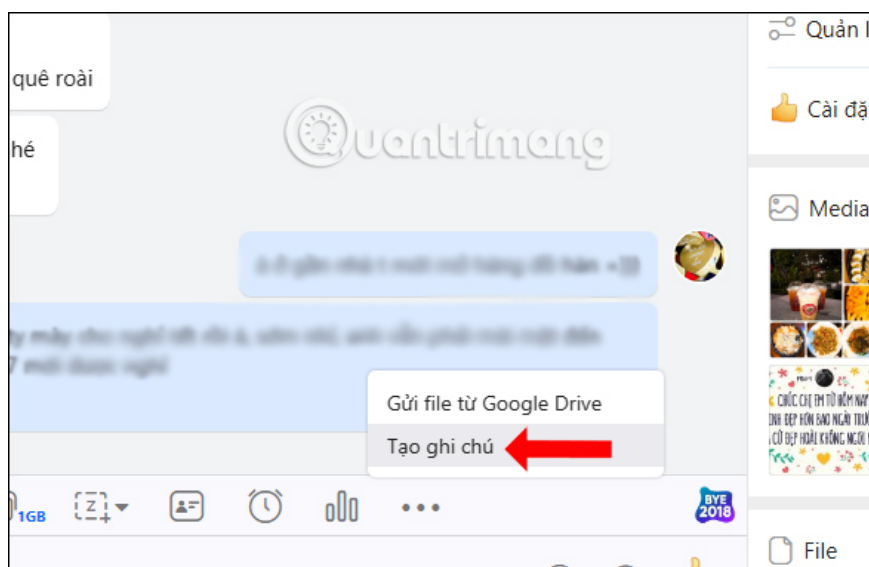
So besides the appointment prompts feature on Zalo, it is easier to add group notes to notify certain events and jobs to chat groups. This feature is similar to that on Viber which can also pin chat group announcements. The following article will guide you how to create group notes on Zalo.

- 1. How to pin a conversation to the top of the Zalo PC
- 2. How to hang notifications on the Zalo PC chat group
- 3. How to create a vote on the chat group Zalo phone

1. Instructions for creating notes of Zalo PC group

Step 1:

At the chat group on Zalo click on **the 3 dots icon** and select **Create note** .

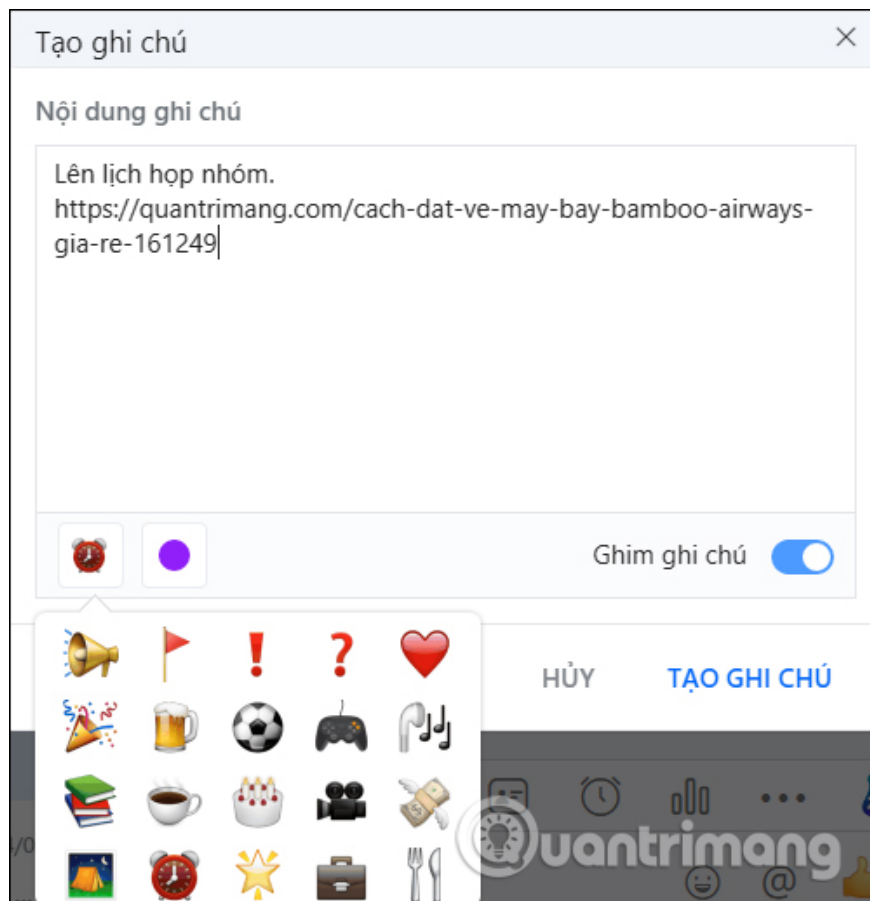


Display the input table of notes as shown below.

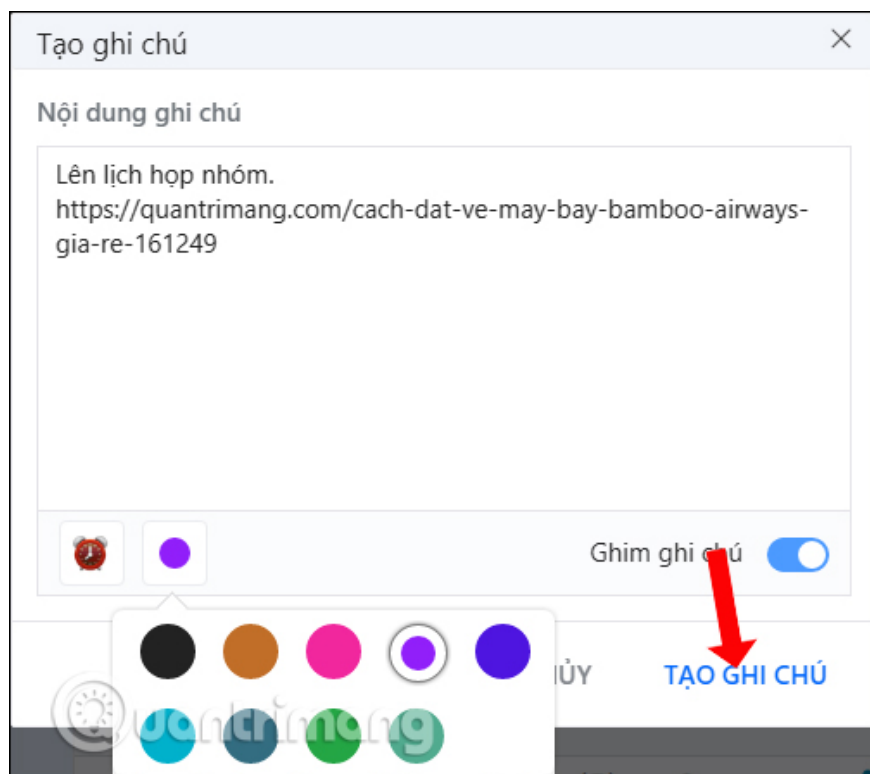


Step 2:

Here we enter the notes for the group, add the link as usual. If you want, you can also **change the icon for the notification group** .

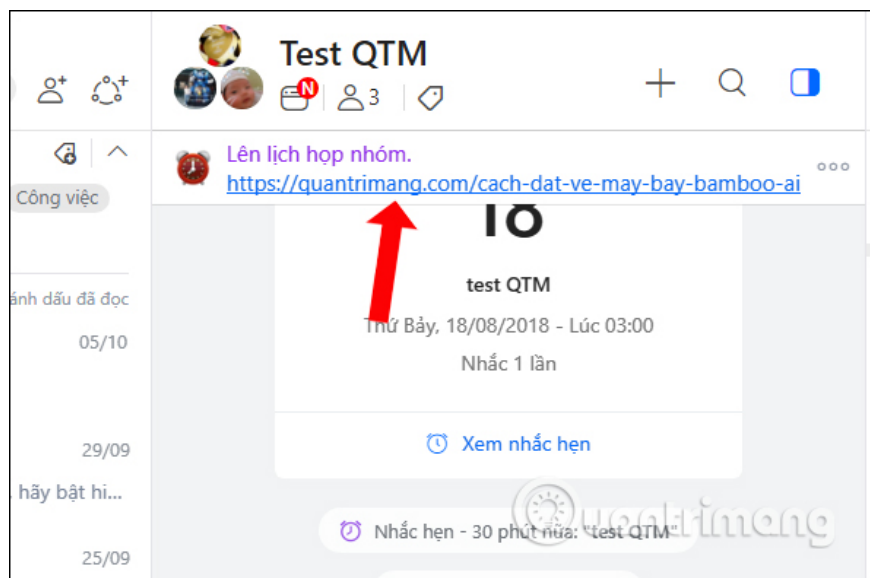


Or change the message color. By default, the Notes pin option has been enabled to always show notes on the top of the interface. Finally click **Create note** .

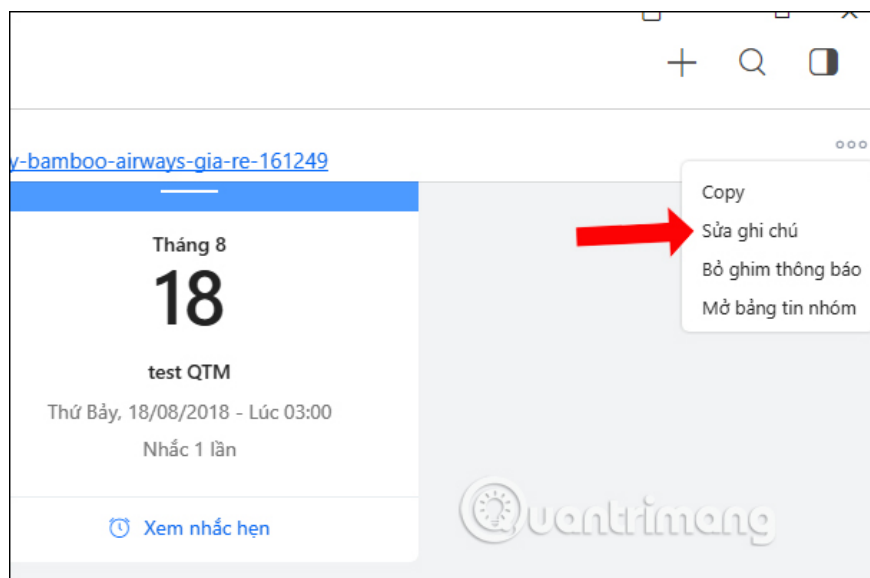


Step 3:

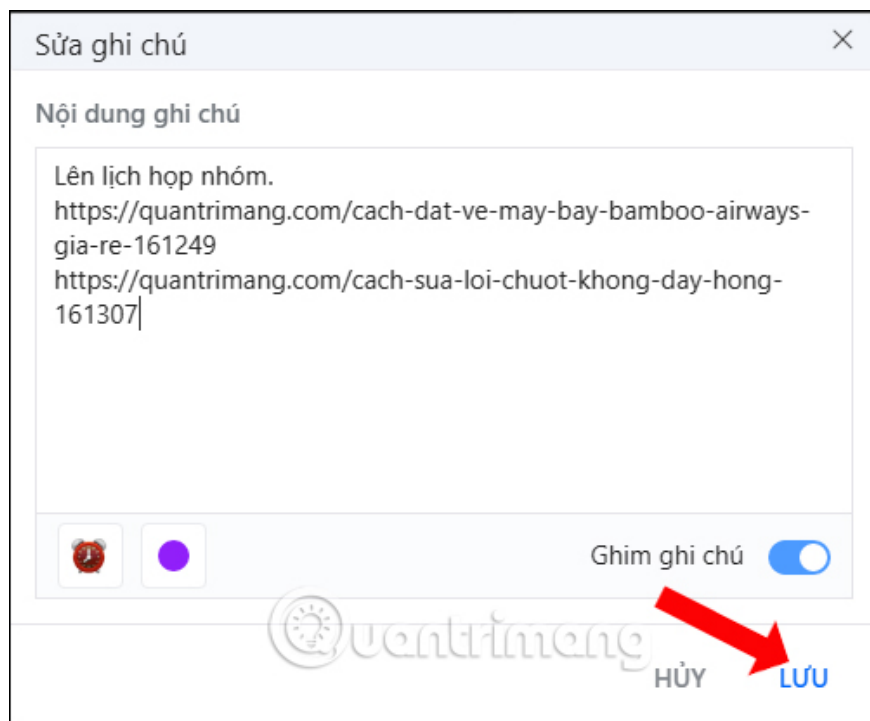
Immediately after that you will see a note displayed right on top of the chat group Zalo, the chat content also shows the notice that created notes for the group.



At the notice note clicking on **the 3 dot icon** will display options for notes. If you do not want to show notes on the Zalo interface, press Unpin notification. To change the content, click Edit note.

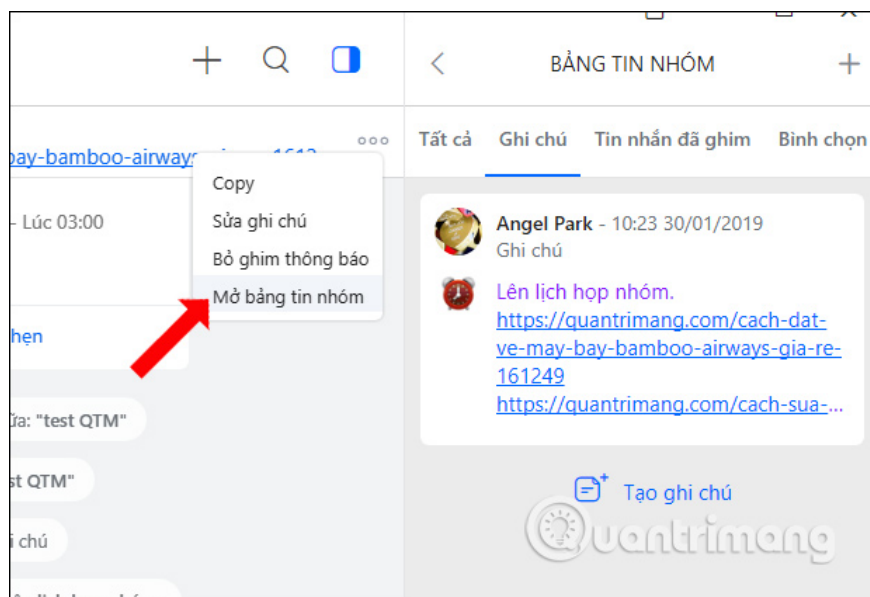


In this edit interface, users change the content if they want, then click **the Save button** to save the new note content.



Step 4:

To review the notes or other messages created on the group click on the 3 dots icon and select **Open group message board** . The notes will appear in the Notes section. Also the Pinned Messages and Vote items on Zalo.



2. How to create Android and iOS Zalo group notes

Step 1:

At the chat group on Zalo, we click on **the 3 dots icon** and display the **Options** interface. Here, the section **Newsgroups** click on **New** .



Bây giờ mình có 4 thành viên
quam đến lượt giúp em


Chào em ài cũng
11:28

Ngủ trưa rồi nhé
11:28

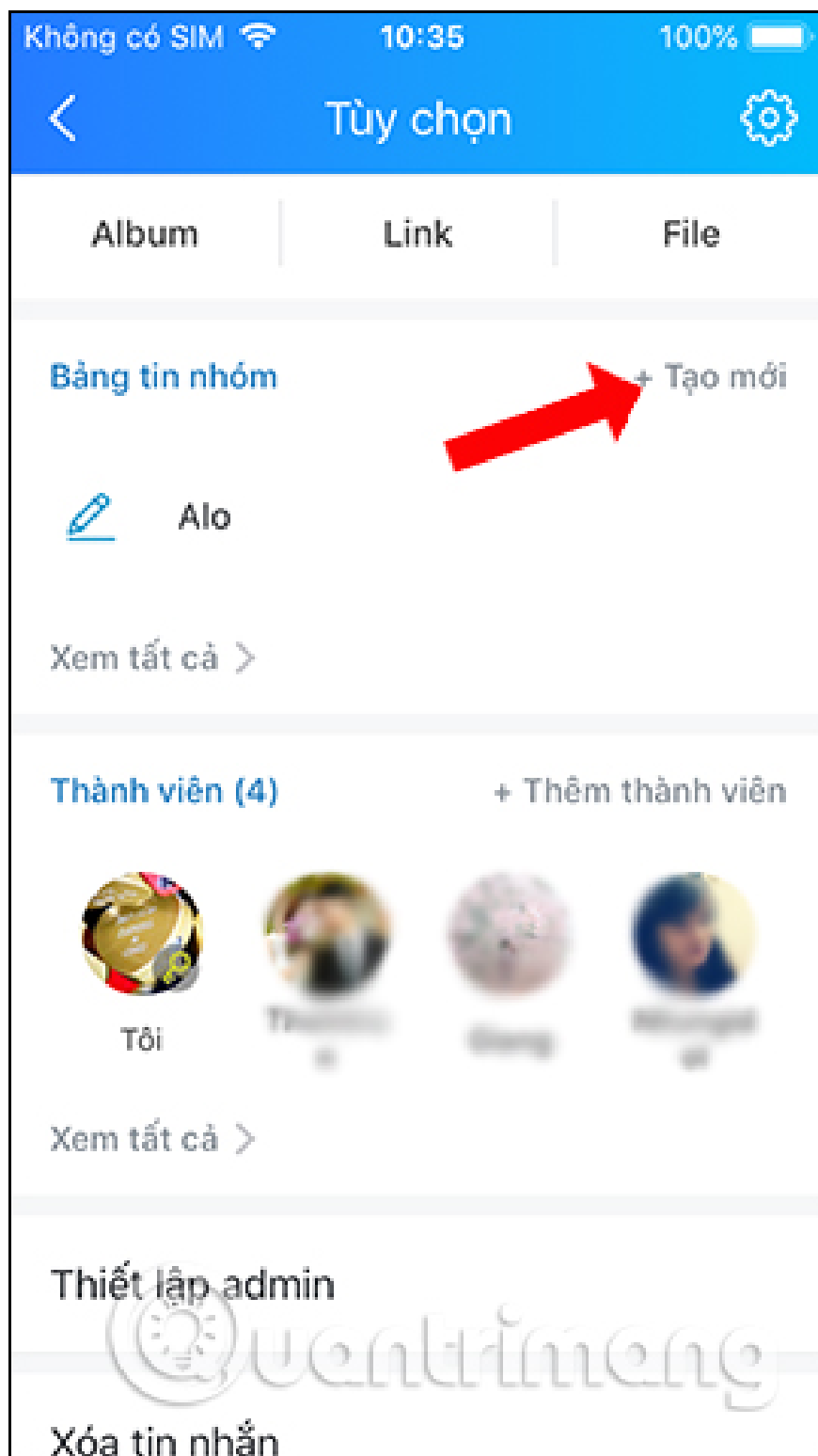
 **Thư Hương**
Chào các chị làm công
11:28

em nhé mình cũng vậy

với cả em nữa nhé
11:28

 **Thư Hương**
Công phát hiện ra nước gạo
11:28





Step 2:

Select the type of news you want to create for the chat group, click **Notes** on the far right. Show interface to enter note content for Zalo chat group.

Không có SIM

10:35

100%



Album

Tùy chọn



Link

File

Bảng tin nhóm

+ Tạo mới



Alo

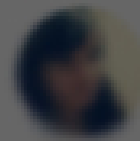
Xem tất cả >

Thành viên (4)

+ Thêm thành viên



Tôi



Xem tất cả >



Thông báo



Nhắc hẹn

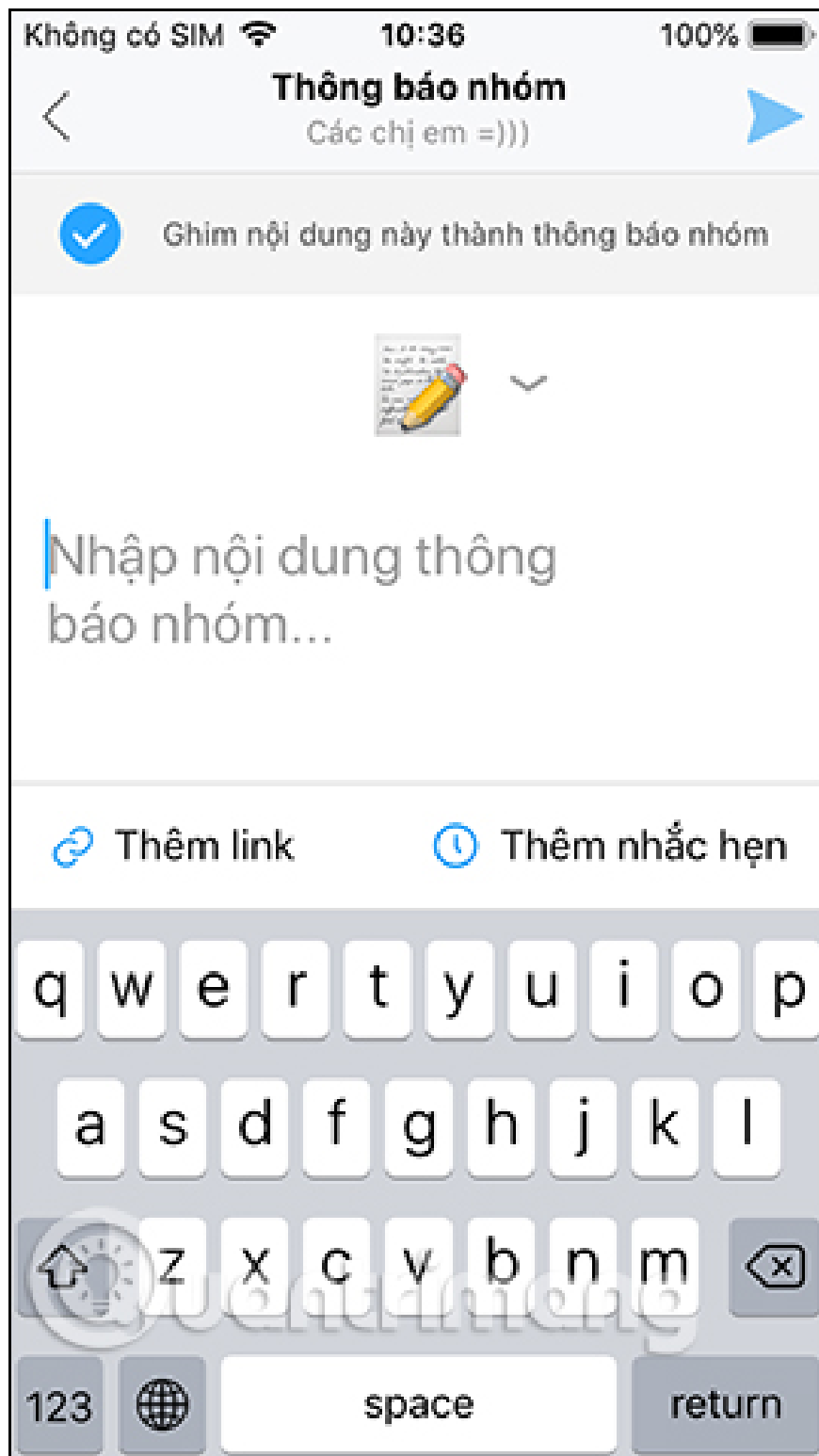


Bình chọn



Ghi chú





In the content input interface, you can change the icon for the note, enter the link like on the Zalo PC, add a reminder if you want.

Không có SIM

10:36

100%

Thông báo nhóm

Các chị em =)))

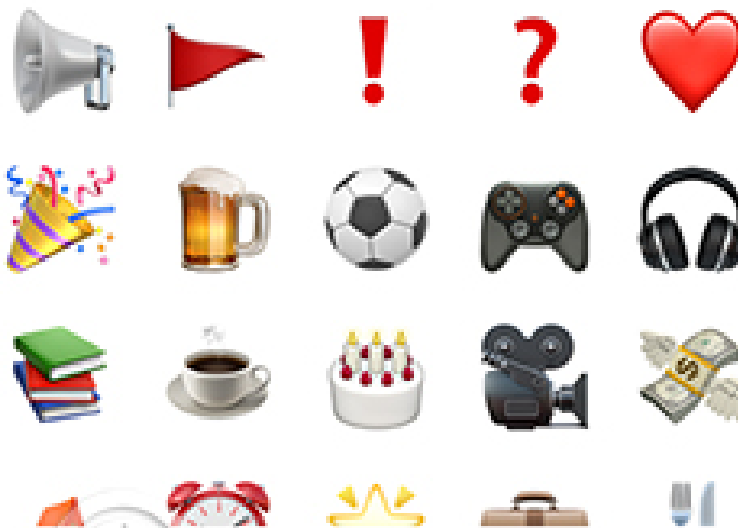


Ghim nội dung này thành thông báo nhóm

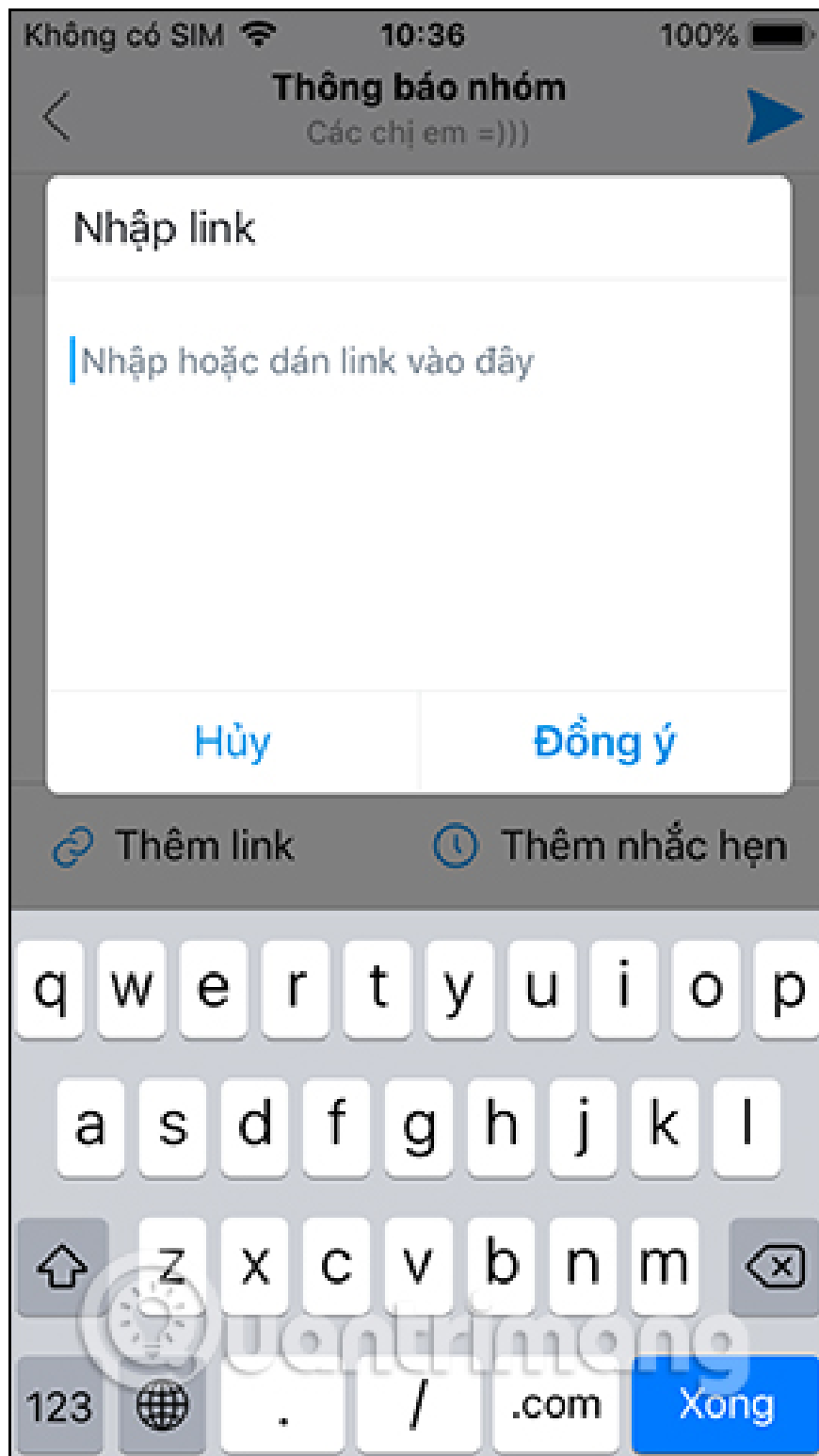


lịch hẹn ra Tết

Chọn hình đại diện cho thông báo



Hủy



Step 3:

When the content of the note has been completed click on **the send icon** in the top right corner. The note content is also displayed at the top of the Zalo chat group interface.

Thông báo nhóm

Các chị em =)))



Ghim nội dung này thành thông báo nhóm

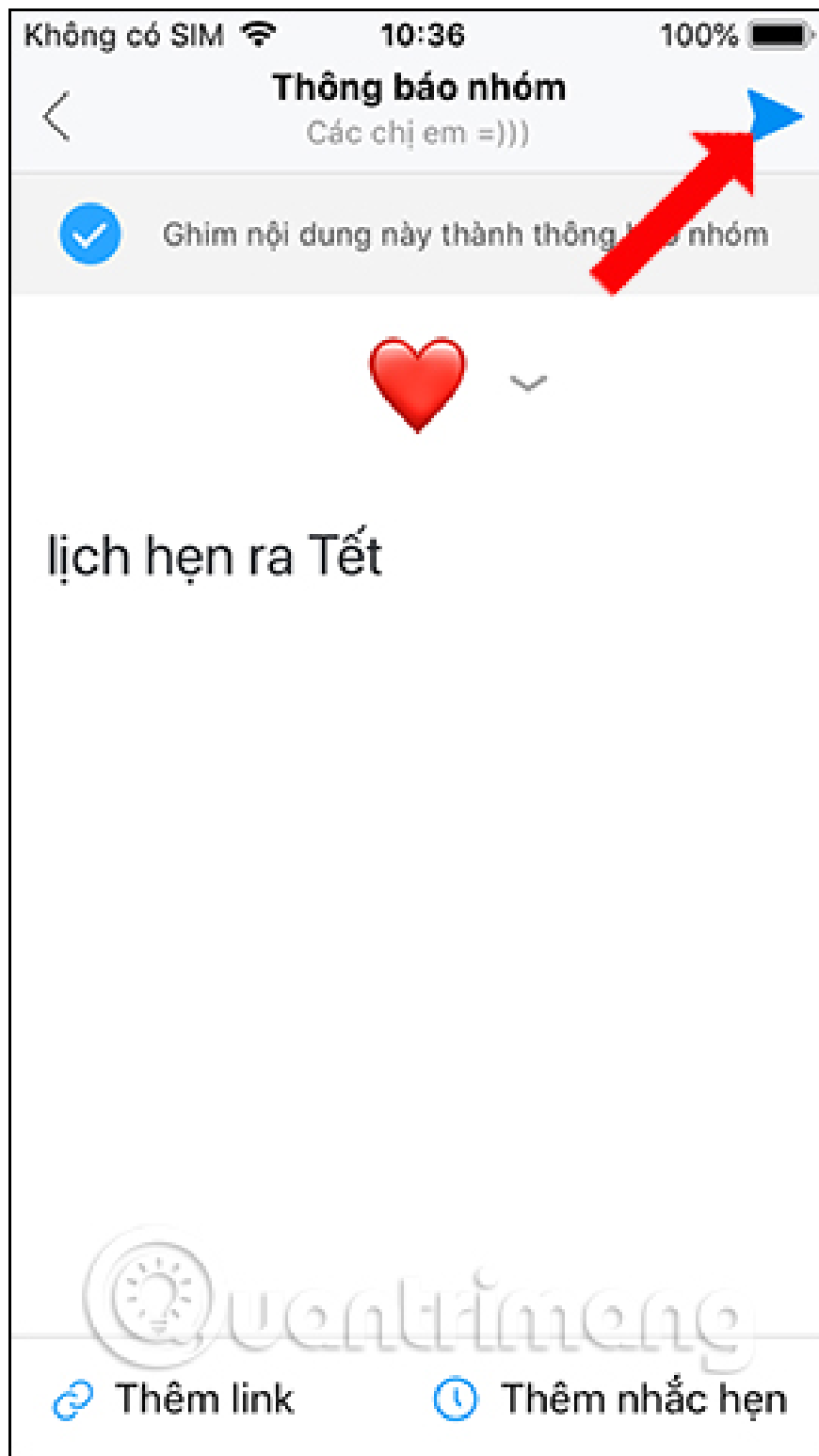


lịch hẹn ra Tết

Hủy	Thêm nhắc hẹn	Chọn
07	20	Th 7 20 thg 1
08	25	CN 27 thg 1
09	30	Th 2 28 thg 1
10	35	Th 3 29 thg 1
11	40	Hôm nay
12	45	Th 5 31 thg 1
13	50	Th 6 1 thg 2
	55	Th 7 2 thg 2



QuenTruong



If you click on the icon, the drop-down arrow will display 3 options for notes including Create new, Open group message board and Unpin.



lịch hẹn ra Tết



Chào các chị em

11:28

Họ phải đến nhà 9

11:28



Chào các chị em

Chào các chị em

11:28

Chào các chị em

Chào các chị em

11:28



Chào các chị em

Công việc hiện tại

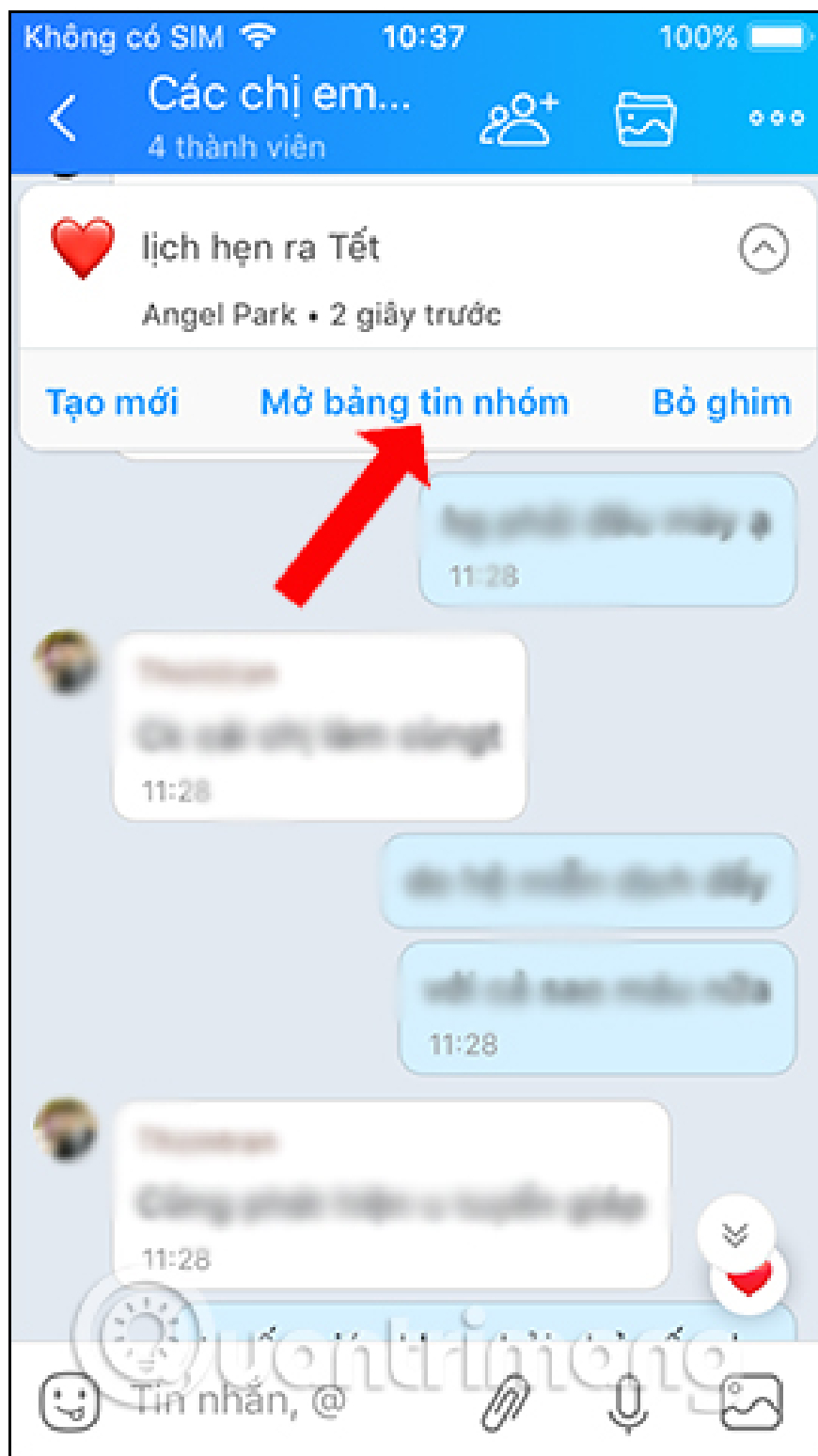
11:28



Tin nhắn, @



Uentrimong



Step 4:

When clicking **Open group message board** will display all the created notifications, click View all. Switch to the new interface.



Tùy chọn



Album

Link

File

Bảng tin nhóm

+ Tạo mới



lich hẹn ra Tết



Alo

Xem tất cả >



Thành viên (4)

+ Thêm thành viên



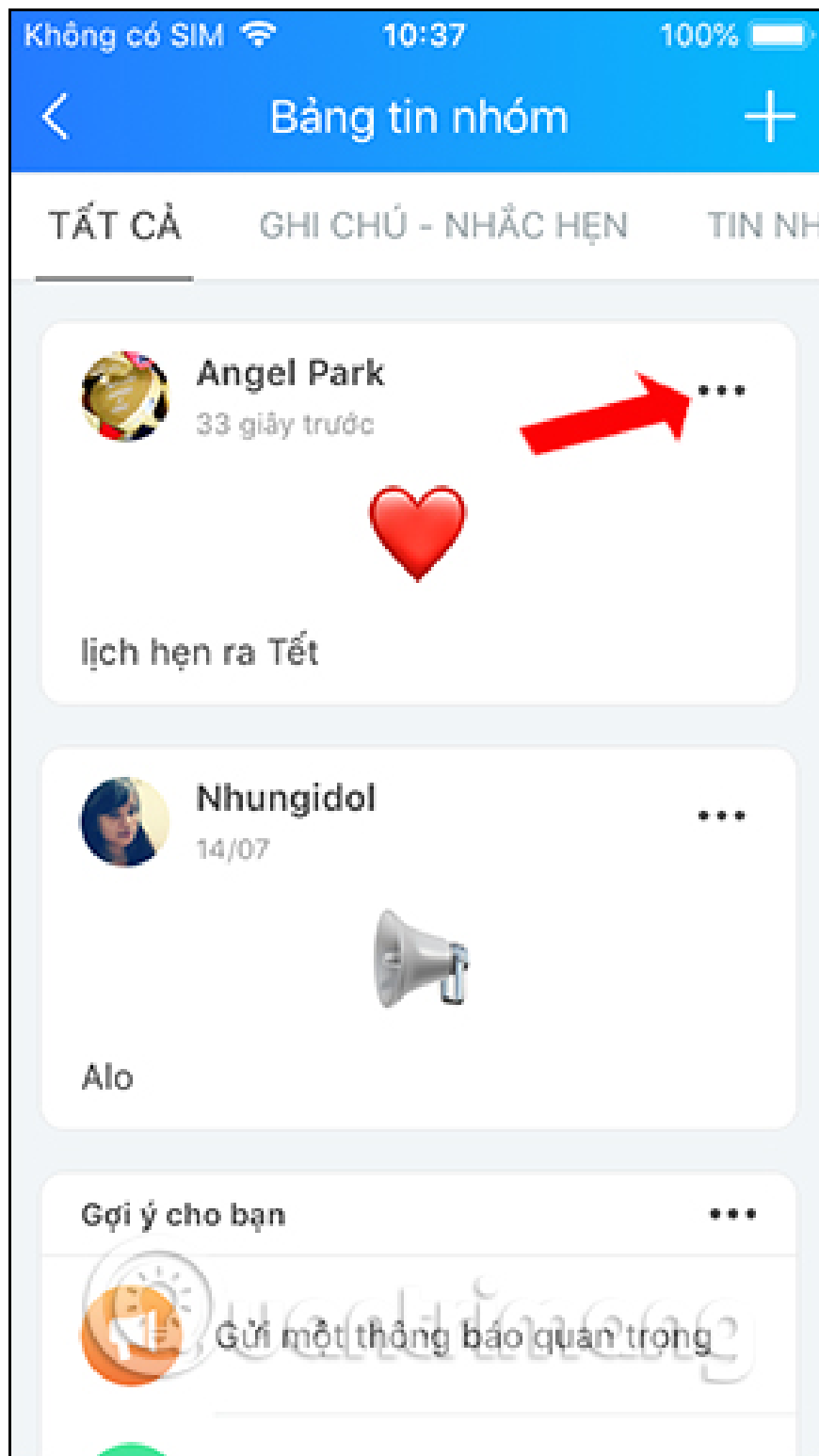
Tôi



Xem tất cả >



Thiết lập admin



Here the user clicks on **the 3 dot icon** and select Delete or Edit group note.

Không có SIM

10:37

100%



Bảng tin nhóm



TẤT CẢ

GHI CHÚ - NHẮC HẸN

TIN NH



Angel Park

33 giây trước



Tùy chọn

Sửa

Ghim thành thông báo nhóm

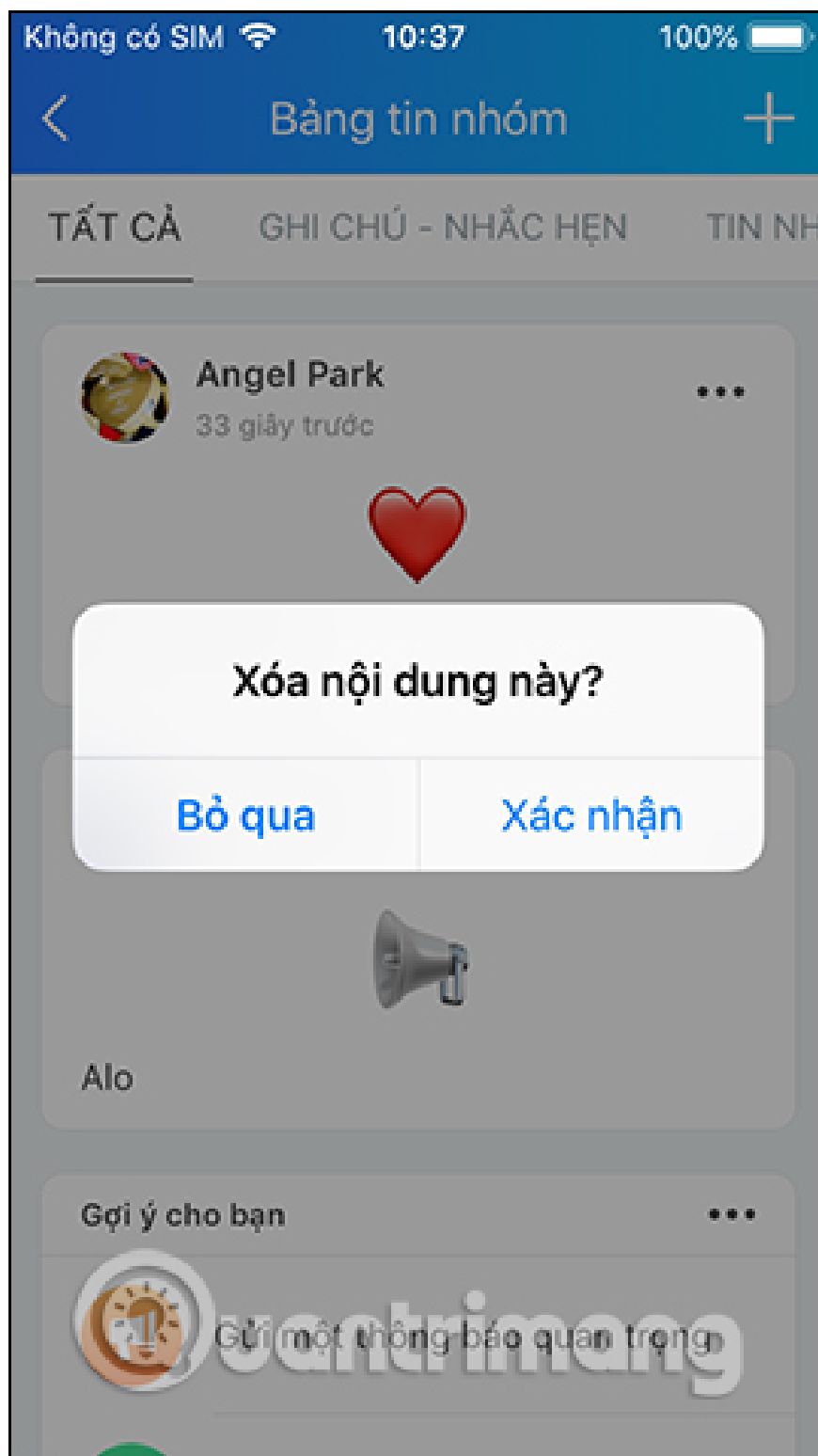
Gửi vào nhóm chat

Xóa



vantrivang

Hủy



Group notes on Zalo also have the same features as when you create a notification on the Zalo chat group, also display the top of the chat group interface so that any member can follow. The content of the note can add links as you like.

See more:

1. How to message Zalo at the same time for many people

2. Instructions on how to find and make friends on Zalo
3. How to backup and restore Zalo messages on your phone

I wish you all success!

You finished reading the article "**How to create a note on the Zalo group**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.