

Managing a WhatsApp group

What you need to set up a group chat

The members must be:

- On WhatsApp
 - If they aren't, send them an invite link.
- In your contact list
 - If the person is not on your contact list, click "New contact"
 - Input the person's first name, last name and phone number.
 - Click "Done".

To set up a group chat

1. Go to the "Chats" tab at the bottom of your screen
2. Click on the New Chat/Message icon (green plus sign)
3. Select "New Group"
4. Choose the members of your group from your Contact List.
5. Click on "Next"
6. Customize the group:
 - i. Give it a name
 - ii. Add profile picture.
 - iii. Click on "Disappearing Messages" to set how long messages will be kept. Choosing "off" means that they will be kept indefinitely.
 - iv. Click on "Group Permission" if you want members to be able to send new messages, add or invite other members, and edit group settings.
7. Once you are done these steps, click on "Create" at the top of the screen.

To add someone to a group chat

1. In the group chat, click on the group's name or profile photo to view group information.
2. Click the "Add" icon under the group name or scroll down to list of current members.
3. Click on "+ Add Members".
4. Search for or select the contacts you wish to add
5. Click on "Add" at the top of your screen.

You can also add or invite someone to your group this way:

1. Scroll down to the list of current members.
2. Click “Invite via link or QR code”.
3. Follow the instructions to copy or send the link or QR code to the person you are inviting.
4. For your group’s security, once the person has joined, create a new invite link for the chat group:
 - i. Go back to the “Invite via link or QR code” page.
 - ii. Click on “Reset” at the top of the screen.

To remove someone from a group chat

1. Scroll down to “Current Member” list.
2. Click on the person’s name you wish to remove.
3. Click on “Remove from Group”.

Creating a Whatsapp Community

Only Administrators can broadcast announcements to several of their group chats at the same time.

1. Click on the “Chats” icon at the bottom of the screen.
2. Click on green plus sign icon at the top of the next screen.
3. Click on “New community”.
4. Click on “Get started”.
5. Add photo and type in a Community Name.
6. Click on “Create community”.
7. Click on “+Add existing group” to add an existing group chat so that its members will receive announcements posted in this community.

Set rules for community group chats

- Have guidelines that help keep the group safe and private.
- Remind group members to keep messages relevant.
- Set boundaries on how often and when members post.
- Be clear about the rules and the consequences if a member doesn’t follow them.
- For rule suggestions, see WhatsApp Tips.