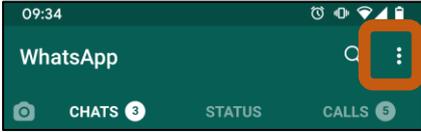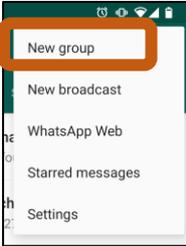# Groups on WhatsApp

You will need to download WhatsApp before following these instructions. (Instructions for Apple devices may be slightly different)
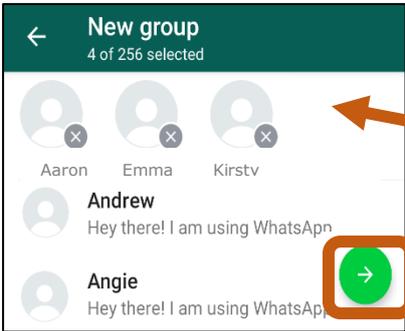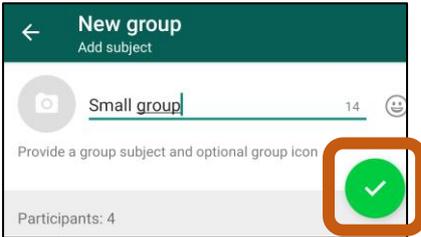
1

1. Press the menu button (3 dots)

2

2. Click 'New group'

3

3. Your contact list for WhatsApp will open.
4. Search or scroll and click on the people you want to be in the group. (You will need their mobile number saved on your phone)
5. They will appear on the top row.
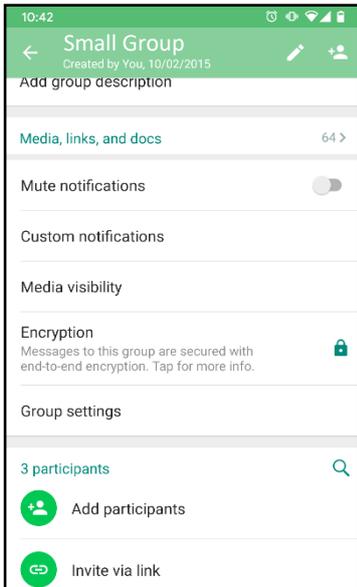6. Click the green circle when you have everyone.

7

7. Give the group a name.
8. Click the green tick.

9

9. Your group is now created.
10. Click in the white box and type your message.
11. Or the paperclip to attach photos etc.
12. Or the camera to take and send a photo.
13. Green circle with microphone, if you click and hold you can send a voice message.
14. If you have added text or a picture. The green circle will have an arrow and be the send button.

Admin

Changes once the group is made:

While on the group. Press the menu button (three dots) and then 'Group info'

There are several options including adding participants, making others admin and changing the name.

In 'Group Settings' then 'Send messages' you can change it to only 'Admins' being able to send messages.

EQuip
Resources