





🔗 Newark and Sherwood Digital Toolkits

Using a WhatsApp group chat

A WhatsApp group chat is similar to texting, except you are messaging multiple people collectively. You can message and reply to multiple people at once. This is useful if you want to chat with a group of people, such as group members, family or friends.

You can set up a WhatsApp group or people you know can add you to a group, providing you/they have a mobile number.

How to set up a WhatsApp group

1. Download the WhatsApp app and create a free account using your mobile phone number 
2. Tap the circle with a messaging icon. This is on the bottom right of your screen on Apple devices, or towards the top if on android . Then click 'New Group'
3. Add people (participants) to the group from your contacts 
4. Choose a name/title for the group and type it into the 'Group Subject'
5. You can add a description about your group and assign an image. To do this, go to 'Group Info', which is accessed by clicking on the group icon
6. To add an image, select the camera icon  in 'Group Info'. This will allow you to pick an image from your phone, browse the web or take a new picture
7. To send a group message, type your message in the text box, then click the arrow icon at the side of the text box (blue circle with a white arrow in the centre). Everyone in the group will receive the message and can join the conversation.

