

How to set up a new WhatsApp group:

1. Download the free app from the App Store onto your cell phone.
2. Note: These instructions are specific to i-phones. Set-up for an Android phone may be slightly different.
3. Once you have the app, on the home page on the bottom bar you will see 5 icons: Updates, Calls, Communities, Chats and Settings. Click on the Chats icon.
4. On the Chats page is a green circle with the plus sign in white at the top right. Click on it.
5. On the page that opens, just below the search bar, you will see a New Group tab. Click on that tab.
6. The next page that opens asks you to Add Members. You will need to have the members of the group in your contact list before you can add them. Scroll through your contacts and click on the circle to the right of each member you want to add to this group.
7. Once you have added everyone you want to add, click Next in the top right hand corner.
8. The next page asks for a group name, enter whatever name you chose.
9. The tab under Group Name, is Disappearing Messages: I have set that to off, so the messages remain in the thread endlessly.
10. Group Permissions is the next tab. Under group permissions you can choose what group members are allowed to do. I have it set so that members can Edit group settings, Send new messages and Add other members, but not Invite via link or QR code by turning the circle to the right of each to green. You can chose what ever meets your needs. Some like to have the Admins Approve new members. Once you have the settings as you wish, press Create in the top right hand corner.
11. A window will open with the group name at the top, the names of the members underneath and then a place where you can Add description of the group in green, + Add more members and Invite via link or QR code. The link or QR code is needed for members you want to add who do not yet have WhatsApp on their phones. (Sometimes when you want to add someone to the group, even if they are in your contacts, you will get a message saying they could not be added and asking if you want to send them a link in order to join. Then they can join via the link.)
12. Then at the very bottom of this same page is a text box where you can start writing, add pictures, copy paste into, whatever. This is the start of the thread,

13. When you click the top left arrow, it will take you to the list of all the different chat threads you have.
14. To add new members later once the chat is up and running, click on the name of your group chat in the list of Chats. There is an icon and Add button just under the group name and number of members, or you can scroll down till you see in bold the number of members in your group. Right under that heading is an +Add members tab, click on that tab. Again you need to first enter the new contact into your contacts. Once they are in your contacts, you can search their name in the Search window or scroll through your contacts to find them, click on the circle to the right of the name and click on Add in the top right. On the thread it will say, “ You added so and so.”