

## set up a WhatsApp group?

### 1. You need the App!

Android or iPhone

- Go to the app store
- Search for WhatsApp Messenger
- Download

### 2. You need to be able to add members to your new group. Before you can do this, each person must be in your contacts with their mobile phone number, so it's a good idea to check they are all there.

### 3. Set up your group

- Open the App
- Select Chats from the bottom of the screen
- Select New Group at the top of the screen
- Search for each person you want to add to your group
- Select the first name you want to add from the list
- Click next
- Give your group a clear and relevant name
- You now have a group of 2 members (you and the person you added)
- Click on the group name at the top of the screen
- Scroll down to Add Participants
- Search or scroll to the next person you want to add
- Select them
- Click Add at the top of the screen
- Continue to add more members until everyone is in the group.

N.B. from ix above, you can select to invite people to join themselves to your group.

- Click on the group name at the top of the screen
- Scroll down to Invite to Group via Link
- Copy the link
- You can then paste the link into an email to yourself, or into an OSM email and send to the group you want to invite along with a note of explanation

### 4. If you set up a group for a specific event and the event is over, you can delete or archive the chat.

To delete the chat

- select Edit from the list of chats
- select the chat a
- select Delete from the bottom of the screen.

To archive the group, swipe left across the chat group from the chat screen.

N.B. If you want to find it again, you will need to search for it by name