What's App

1. Access What's App: download on the Google Playstore, Apple Store or directly on the website - https://www.whatsapp.com/ (directions for downloading the app for all platforms can be found on the website along with great information on the app, and many FAQ's.)

2. To create a new group, click on the 3 dots that appear in the top right hand corner of your screen: (a group can be 1 person or many!)
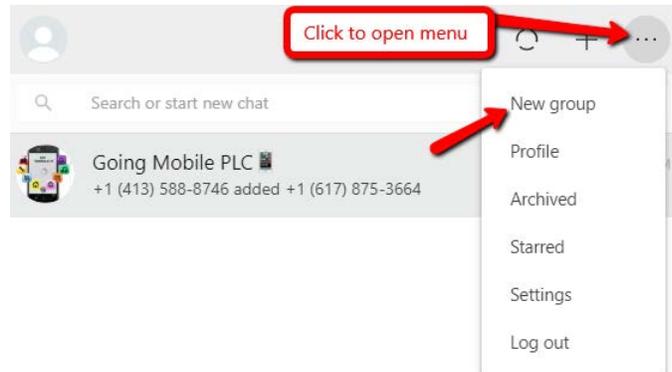
3. You will then be prompted to add group members. You can do this by:
   a. Admin entering contact phone numbers (and names if desired) into their contact list. This will then sync with the WhatsApp program.
   b. OR by inviting participants to join your group via email link. (as shown here)
   Reminder: Participants MUST share their phone numbers in WhatsApp to access functions. If they are not comfortable with this, it will prevent full-group participation.
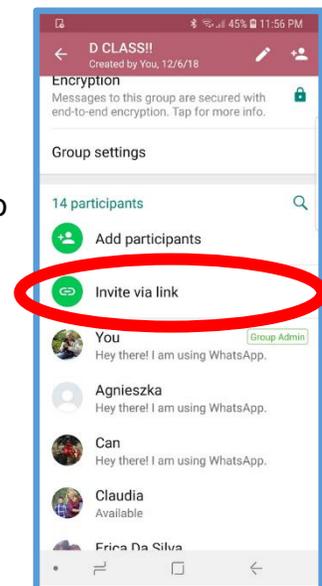
4. Once your group is populated, you will have the option of adding, deleting, assigning admin access, including a group description, etc.
5. To chat, click on the group name and type a message in the box at the bottom of the page. Press enter. You have now sent your message to the group!