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TOOLKIT

your guide to organizing for public education.

OSSTF/FEESO

TOOLKIT

Creating a Whatsapp Group

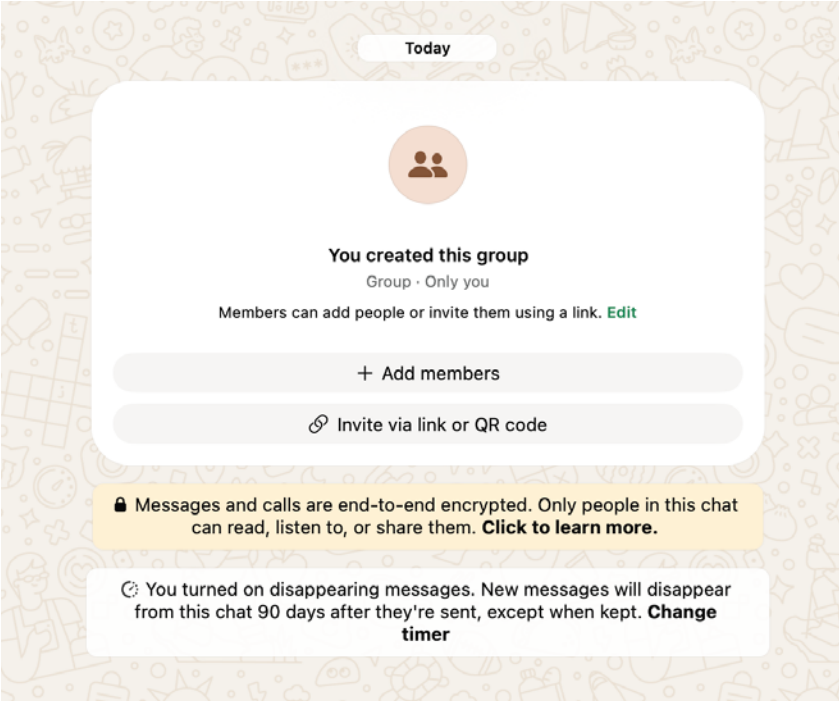
Whatsapp is a messaging app that works seamlessly across all types of devices like iPhones, Android phones, and Mac and Windows. **That makes it a great way to communicate with your fellow members.**

It's very easy to use, and quite similar to the texting app on your phone. It's much, much easier than an email thread or texting (difficult across multiple devices). Whatsapp gives you the ability to chat with a lot of people at once seamlessly with **groups** and **communities.** See the table below to chose which makes the most sense for your context.

WhatsApp Group	WhatsApp Community
Single chatroom where everyone talks/ posts together	Made of multiple chat rooms with varying admin levels for posting
Better for active, smaller-scale discussions	Better for large groups, where announcements are important to be communicated, without getting lost or buried by other posts
Everyone can talk/post freely	Only admins can post "annoucements", with sub chats for everyone to post
Better for a smaller group of people like a worksite, school, grade, or small district	Better for a bigger group of people like a large worksite or district

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Here's how to get Whatsapp set up and start a group or network.



Creating a group

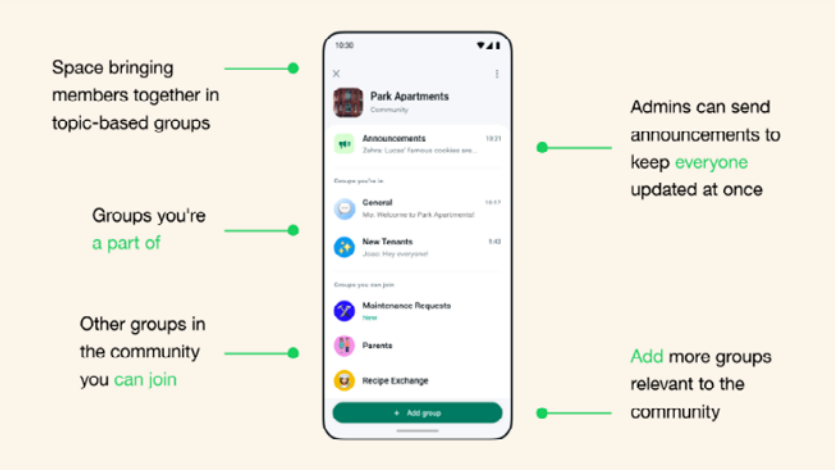
1. Download Whatsapp from the iPhone or Android app store, or on your computer at **whatsapp.com**
2. Go to the Chats tab.
3. Tap the New Chat icon (the pencil icon on iPhone or the chat bubble on Android).
4. Tap "New group".
5. Select the contacts you want to add by searching or scrolling through your list.
6. Tap the next arrow or green checkmark.
7. Type a group name.
8. Tap the camera icon to add a group photo or icon if you would like.
9. Tap Create or the green checkmark to finish.
10. Add people using the "Add members" button in your chat, or by sending them the Invite link.

WHATSAPP HELP CENTRE

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Creating a community

1. Download Whatsapp from the iPhone or Android app store, or on your computer at whatsapp.com
2. Open WhatsApp and go to the Chats tab.
3. Tap New Chat (or the Communities tab at the top/bottom depending on your device).
4. Tap New community and select Get started.
5. Enter your community name, description, and add an optional icon.
6. Tap the green checkmark or arrow to create the community.
7. Add existing groups or create new sub-groups under this community to organize your network.



Once you have your group or community set up, it'll be much easier to communicate with your fellow members.

WHATSAPP HELP CENTRE

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