

# When setting up the group chat make sure you

When setting up the group chat make sure you:

1. Add a group description so everyone knows why they have been added to the group. This help to keep the conversation on topic.
  2. In the description of the chat include any relevant information including your group agreement and any rules for the chat. If these are too long to be directly added into the description, add a link to a document.
  3. Turn off the group link so only admins can add members (There is no group link in WhatsApp)
  4. Make at least three trusted people admins including yourself.
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