TRANSLATING GENERATIONS

Understanding Technology:
GROUP CHATS

Knowing how to communicate effectively and politely in group chats, emails, and texts is important. This guide will teach you how to handle **group chats,** commonly used in texts and social media.

How to Handle Group Chats

Group chats are a way for multiple people to communicate at once via text messaging apps like **iMessage**, **WhatsApp**, or **Facebook Messenger**. They are often used by families, friends, or work groups for discussions.

How Group Chats Work:

1. **Everyone Can See Messages**:
    o   In a group chat, any message you send will be visible to everyone in the group.
2. **Messages Arrive Frequently**:
    o   Group chats can become busy, with lots of messages arriving quickly. It's okay if you don't respond to every message.

How to Mute Notifications in a Group Chat:

Sometimes group chats can get noisy, and you might want to take a break from receiving constant notifications without leaving the chat. Here's how to mute notifications:

1. **On iPhone (iMessage)**:
    o   Open the **Messages app** and select the group chat.
    o   Tap the group name or contact pictures at the top of the screen.
    o   Toggle **"Hide Alerts"** or **"Do Not Disturb"** on.
2. **On Android (Messages App)**:
    o   Open the **Messages app** and select the group chat.
    o   Tap the **three dots** in the upper-right corner and select **"People & options"**.

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  - o Tap **Notifications** and turn off alerts.
3. **On WhatsApp**:
  - o Open the group chat in **WhatsApp**.
  - o Tap the group name at the top, then select **"Mute notifications"**. Choose how long you want to mute the group.

Responding to Messages in Group Chats:

1. **Reply to the Group**:
  - o If your response is relevant to everyone in the group, reply directly in the chat.
2. **Use Mentions** (if available):
  - o In some apps, you can **mention** a specific person by typing their name (e.g., **@John**), which sends them a notification.
3. **Reply to Individual Messages**:
  - o On some platforms, you can **reply to a specific message** within the chat by tapping and holding the message (iPhone or WhatsApp) and selecting **"Reply"**. This keeps the conversation organized.
4. **Don't Feel Obligated to Reply Immediately**:
  - o Group chats don't require instant responses. It's okay to respond when you're available.