



## GroupMe Text Etiquette

1. **Don't use texting to share a lot of information.** If you have a lot to say, put it in an email or pick up the phone.
2. **Stick to the point.** If a group text is supposed to share information about emergencies or other critical information than use it just for that. It should not be used to wish everyone Happy Holidays or ask an unrelated question.
3. **Don't start a private conversation.** A common group text faux pas is using the group text to send a message to just one person. If you need to text back and forth with one person, do that in a separate text.
4. **Let people know why you added them.** If you're creating a group text for people who don't know each other, your first message to everyone should be to explain what you're doing and make introductions as needed. Once a group is established, when you add new people introduce them. FYI, GroupMe will automatically say "Maria Solerno has been added to the group". When you add someone, make them aware of group text etiquette.
5. **Wait for an answer before asking another question.** See the three little dots on the screen that indicate someone is typing? Wait for the person to send the reply to your message before posting another question to avoid having multiple conversations going at the same time, which can be confusing.
6. **Look at the time before texting.** If it is not an emergency consider texting only between the hours of 8AM -8 PM.
7. **Use emojis, GIFs, etc. sparingly.** GroupMe will only allow you to use the emojis available in their app.
8. **Bow out gracefully.** If you no longer want to be included in a group text, it's polite to let the group facilitator know.

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### **Suggestions/Resources:**

Northern Sonoma County COPE Community Leaders should join the COPE Leadership GroupMe distribution. This is a group of community leaders and fire officials. Each community should designate ideally 2 people to represent their area. The purpose of this group is to communicate about emergent or concerning issues occurring in Northern Sonoma County.

Each COPE Community may choose to set up groups as well. For instance, the COPE Community and Neighborhood leaders may form a group. In addition, each of the Neighborhood leaders may form a group with the residents in their neighborhood.

Here is a nice tutorial on how to set up a GroupMe account: <https://www.wikihow.com/Do-Group-Messaging-on-Groupme.Com>

You will likely have residents in your community who do not have a cell phone or don't want to be part of a texting group. In that case, you will need to discuss the best way to communicate. Calling their landline may be best in an emergency.

For nonemergent communication, setting up an email group may be best.

You can do this through GroupMe but it may be easiest through your address book on your device.

Here is info for Apple users: <https://support.apple.com/guide/contacts/create-groups-of-contacts-adrb3280fe91/mac>

Here is info for Outlook users: <https://support.office.com/en-us/article/create-a-contact-group-or-distribution-list-in-outlook-for-pc-88ff6c60-0a1d-4b54-8c9d-9e1a71bc3023>

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