

WhatsApp Broadcast Group Guide

What is a WhatsApp Broadcast?

A WhatsApp Broadcast allows you to send the same message to multiple contacts at once without creating a group. Recipients receive the message as a normal WhatsApp message and cannot see who else received it.

Benefits

- Send updates to multiple people quickly.
- Maintain recipient privacy.
- No group notifications or conversations.
- Ideal for announcements, reminders, and information sharing.

Important Note

Recipients must have your phone number saved in their contacts to receive broadcast messages.

Creating a Broadcast List

On Android

1. Open WhatsApp.
2. Tap the three dots in the top-right corner.
3. Select New broadcast.
4. Choose the contacts you want to include.
5. Tap the green tick.
6. Type your message and send.

On iPhone

1. Open WhatsApp.
2. Tap Broadcast Lists at the top of the Chats screen.
3. Select New List.
4. Add the contacts you want to include.
5. Tap Create.
6. Type your message and send.

Managing a Broadcast List

Add Recipients

1. Open the broadcast list.
2. Tap the broadcast list name or information icon.
3. Select Edit List.
4. Add new contacts.
5. Save changes.

Remove Recipients

1. Open the broadcast list information.
 2. Select Edit List.
 3. Remove the contact.
 4. Save changes.
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Troubleshooting

Issue	Solution
Messages not delivered	Ask recipients to save your number in their contacts
Can't find Broadcast option	Update WhatsApp to the latest version
Some contacts don't receive messages	Confirm they have your number saved and an active WhatsApp account
Broadcast list missing	Check under Chats or Broadcast Lists section

Quick Summary: A WhatsApp Broadcast List is the best option for sending the same message to many people while keeping recipients private and avoiding group conversations.