

Do we even remember the times when there was no WhatsApp? Hard to recall right! Yes, WhatsApp messenger has given us so much power to connect and coordinate with each other. But, with great power comes great responsibility.

It is important to follow certain etiquette while sending messages on official WhatsApp groups. We have listed down a few of them here.

Do's

- Wish your colleagues on their birthdays, work anniversaries and accomplishments.
- Send positive and motivating messages and information.
- Share verified health and fitness related content.
- Share company related news and milestones.
- Keep the conversations in the group strictly professional.

Don'ts

- Do not post fake news, hate speech or false information.
- Do not post memes or jokes on other professions or people.
- Do not share information which can be offensive to others.
- Do not share content that can spark discussion on politics, religions or personal beliefs.
- Never share violent, and discriminatory content against a profession, religion or a region.

Next time when you want to forward a meme, or share noteworthy information, pause, take a moment to review if it is violating our policy.

Happy messaging!