

## Employee WhatsApp Groups Summary

- What is it?
  - A communication tool introduced by the Cultural Linguistic Services (CLS) to effectively communicate important campus information to employees.
  - For employees with limited computer access and English Language Learning (ELL) employees.
  
- How does it work?
  - CLS will send weekly WhatsApp messages to employees who choose to join a broadcast group.
  - UW–Madison employees will benefit from receiving relevant information right to their cell phones, in their preferred language.
  - The messages will be in the employee’s preferred language(s).
  - Messages will relate to UW-Madison resources and events.
  
- Why is it important?
  - This service will replace the CLS multilingual phone lines.
  - Employees will be more informed, better able to participate in information sessions, and benefit from employee resources.
  - Note: This service will NOT replace UWPD WiscAlerts.
  
- How do I sign up?
  - Employees who wish to receive this service will add the CLS WhatsApp phone number to their phone’s address book and send us a message with the following:
    - Your Preferred Language Code (E, S, H, T, C, N)
    - Your Department
    - Your Name
    - Your Phone Number
  - See Installation Handout for Details