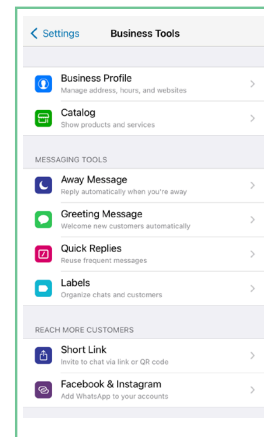
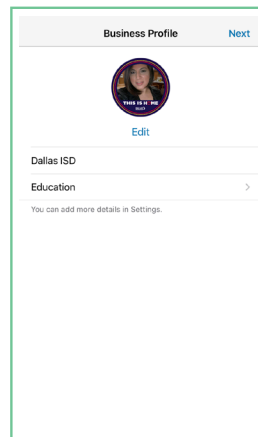
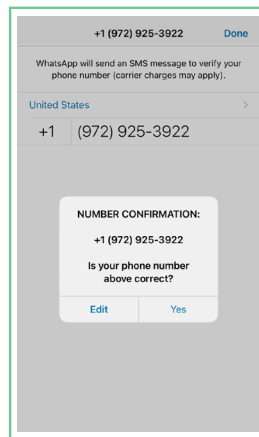


WHATSAPP BUSINESS

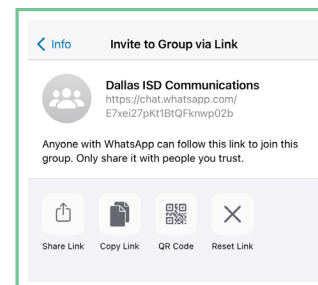
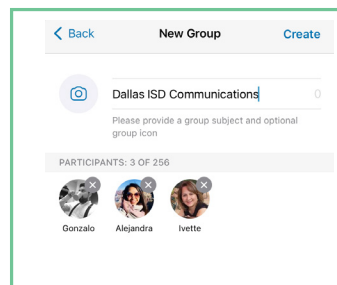
STEPS TO SET UP WHATSAPP:

1. Download WhatsApp Business on a smartphone.
2. Verify the landline phone number that you will be using to communicate.
 - a. This phone number will appear in the WhatsApp Business profile.
3. Wait for a phone call on the selected landline phone number with the verification code.
4. Enter verification code.
5. Build Profile.
6. Start connecting with people on your contact list, and use the messaging tools to communicate with them.



GET YOUR COMMUNITY CONNECTED ON WHATSAPP:

1. Create a WhatsApp group.
 - a. Suggestion: Title the group with school's name.
2. Create a WhatsApp sign-up for the school's community, asking for phone numbers to be added to the group administrator's contacts.
3. Invitations to join WhatsApp can be sent to contacts through a link or QR code, which can be accessed under the group's profile.



WHATSAPP BUSINESS

ACCOUNT MANAGEMENT TIPS:

A customizable flyer and social media graphic promoting your WhatsApp group can be found in the toolkit: www.dallasisd.org/toolkits.

- WhatsApp Business is free.
- Multiple individuals can be assigned as group administrators.
- Message notification alerts can be managed on your profile's settings.
 - “Away,” “Greetings” and “Quick Reply” messages can be set up under Business Tools.
- A message with “hours of operations or communications” can be added here.
- WhatsApp Web supports WhatsApp Business; messaging can also be managed online.
- WhatsApp only allows one mobile number to be linked to one WhatsApp account. If your current number is already being used by WhatsApp, you cannot use it for a WhatsApp Business account, but you can use another phone number to set up the WhatsApp Business account.

