



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.

	+1 (972) 925-3922	Done	Business Profile	NEXT	business 100is	
Whatsa ph United 9	App will send an SMS message to one number (carrier charges may a States	verify your ipply).			Business Profile Manage address, hours, and websites Catalog Show products and services	
+1	(972) 925-3922		Edit			
			Dallas ISD	N	ESSAGING TOOLS	
			Education	>	Away Message Reply automatically when you're away	
	NUMBER CONFIRMATION: +1 (972) 925-3922 Is your phone number		You can add more details in Settings.		Greeting Message Welcome new customers automatically	
					Quick Replies	
					Reuse frequent messages	
	above correct:				Organize chats and customers	
	Edit Yes					
				R	EACH MORE CUSTOMERS	
					Short Link Invite to chat via link or QR code	
					Facebook & Instagram	

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.











ACCOUNT MANAGEMENT TIPS:

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

- 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.



Delete





