WhatsApp Business hacks for EAL instructors

These hacks are to help instructors protect their personal information. While we want to communicate with our learners, we may not want to share our personal phone number or social media info.

Follow these steps:

1. Install WhatsApp Business to your personal cell phone.

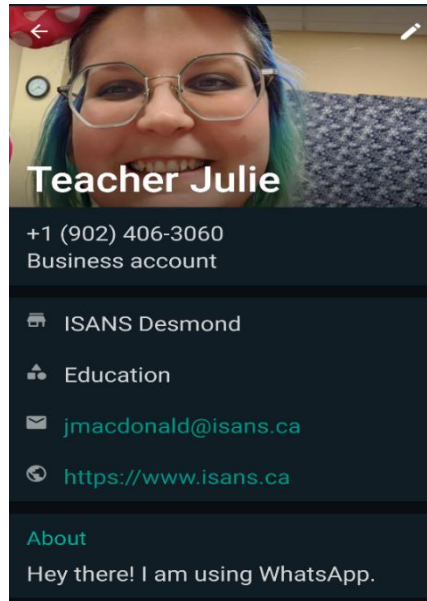- Use Google Play for Android or App Store for iPhone

2. Use your preferred number to register.

- Use your work number, such as Skype for Business, VOIP number, or office landline
- Use the "call me" option to verify your account (if unable to receive text messages)
- You will get an automated call to your preferred number
- Enter the code into WhatsApp Business

3. Create your WhatsApp Business profile.

- Use your work contact info
- Use a clear photo so learners can recognize your account

4. Set up WhatsApp desktop tools.

- Download the WhatsApp desktop platform for Mac or PC
- https://www.whatsapp.com/download
- Or access the web browser extension with Google Chrome or Firefox
- https://web.whatsapp.com/
- Both allow you to send messages from your WhatsApp account via your work computer
- Also provide app notifications on your work computer

5. Sync your phone and desktop WhatsApp platforms.

- This keeps your messages synced regardless of which platform you use - what you send on mobile will be available on desktop or web, and vice versa.
- Scan the QR code on WhatsApp web extension with your mobile phone
- https://web.whatsapp.com/
- Or select WhatsApp Web from your mobile phone
- Open WhatsApp Business on your phone. Go to Settings > WhatsApp web/ desktop > Scan QR

To use WhatsApp on your computer:

1. Open WhatsApp on your phone

2. Tap Menu ⋮ or Settings ⚙ and select WhatsApp Web

3. Point your phone to this screen to capture the code
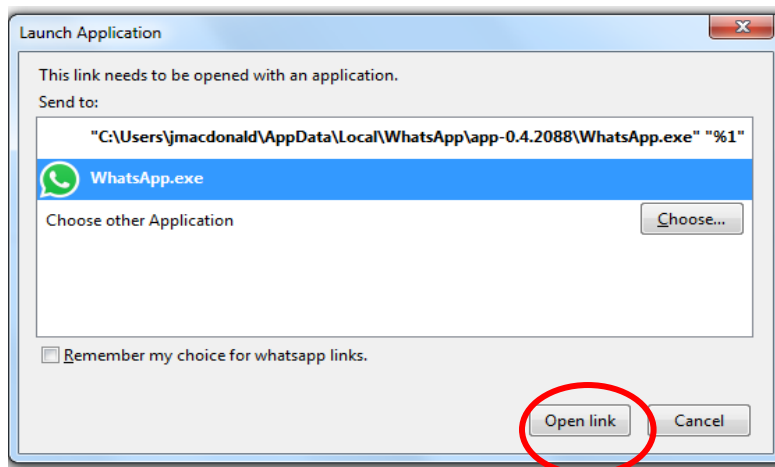
Need help to get started?

☑ Keep me signed in

6. Add your learners to your WhatsApp Business account via a web browser – not your app contact list.

- https://api.whatsapp.com/send?phone=1902XXXXXXX
- Delete the X's and enter in your learner's phone number
- You can add learners to WhatsApp Business chat without first adding them as contacts on your personal cell phone

← → C ⌂   Q https://api.whatsapp.com/send?phone=1902▬▬

🟢 https://api.whatsapp.com/send?phone=1902▬▬ - Visit

7. Follow the prompts to use WhatsApp on your desktop.

- Click on WhatsApp.exe
- Click Open Link

Launch Application

This link needs to be opened with an application.
Send to:

"C:\Users\jmacdonald\AppData\Local\WhatsApp\app-0.4.2088\WhatsApp.exe" "%1"

🟢 **WhatsApp.exe**

Choose other Application   Choose...

☐ Remember my choice for whatsapp links.

Open link   Cancel

8. Type a message to your learner through WhatsApp on your work computer.

- They will not be added as a contact to WhatsApp or your phone unless you save them
- You will see a photo and their number
- These messages will sync between WhatsApp desktop and phone app
- Now that learners are added to chat you can message them via the app without ever having to add them as contacts on your personal cell phone!