

WhatsApp tips



What's WhatsApp?

- This is an app that you can use for:
 - SMS/text messaging
 - Sharing photos and videos
 - Group chats (up to 1024 people)
 - Video and audio calls (up to 32 people at a time)
 - Community announcements to groups, posted only by Administrators
- There are no fees for calls or SMS/texts to other people who have WhatsApp.
- All functions are free when you use wi-fi.

To install WhatsApp

- You need a:
 - Mobile device
 - Internet connection
 - Phone number that can receive SMS/text messages
- Download WhatsApp Messenger from the App Store or Play Store.

WhatsApp on a computer/laptop

- If your phone has WhatsApp installed, you can link it to your computer, laptop or tablet.
- You can link up to 4 devices using the same WhatsApp number.
- You can use WhatsApp on the other device even if the phone is off, but the phone must have used WhatsApp within the last 14 days.
- The WhatsApp Desktop App provides greater security and more features.

How to link a computer/laptop

- On your computer, go to [WhatsApp.com](https://www.whatsapp.com).
- Download and install WhatsApp on your computer.
- Instructions and a QR code will appear on the computer screen.
- Open WhatsApp on your phone.

- On Android:
 - Click on “Menu” (3 dots)
 - Click on “Linked device”
- On iPhone:
 - Click on “Settings”
 - Click on “+Link a device”
- Scan the QR code on your phone.
- Keep your phone close to your computer until linking is complete.
- Once the link is complete, you will see your chat history on your computer.

Tips for participating in community group chats

Keep it relevant

- Stay on topic.
- No spam, ads, jokes, memes or self-promotion.
- Check sources before posting or forwarding anything you receive from another WhatsApp group.
- Use emojis/reactions to acknowledge or agree.

Keep it safe

- Don't share group members' contact information without their permission.
- Use respectful language.
- Ask before sharing any information from the chat with others outside the chat.

Set boundaries

- Avoid posting too late or too early unless it's urgent. (No posts after 10pm or before 7am.)
- Use DM (Direct Messaging) for one-on-one discussions or private messages.
- If a member doesn't follow group chat rules after a reminder, they may be removed by the group Administrator.