

CHECKLIST · TECHNOLOGY

WhatsApp calls can now include people who don't have WhatsApp

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- ☐ **Update WhatsApp.** Install the latest version on the device you'll create the guest link from.
 - ☐ **Create the link from the Calls tab.** Choose New call link, pick voice or video, then copy it into an email or text for a guest who doesn't use WhatsApp.
 - ☐ **Tell guests to use a computer.** Guests join from Chrome, Safari, Firefox or Edge on desktop, and only need to type a name.
 - ☐ **Admit only names you expect.** Check each name in the waiting room before letting a guest in, because a link can be forwarded.
 - ☐ **Remove anyone who shouldn't be there.** Only the link's creator can remove participants, so the creator should stay on the call.
 - ☐ **Clear the waiting room before you hang up.** If a guest is still waiting when every WhatsApp user leaves, the call ends for everyone.
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