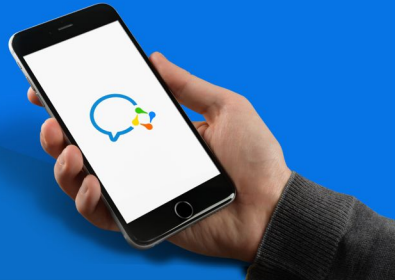


WeChat Work App



What is WeChat Work?

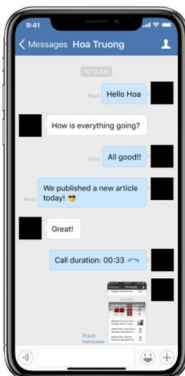
WeChat Work was designed as an instant messaging app for internal communication and management. Today, WeChat Work has evolved from a social communication tool to a digital ecosystem that efficiently connects corporate organizations, services and consumers. The app has a similar communication experience as WeChat, but is truly professional with more powerful communication tools. It allows companies to have a smoother information flow and promote transactions while improving operational efficiency. The app is free to download and comes with certain free features, but in order to access all features and settings, your account needs to be verified.

How to Download WeChat Work

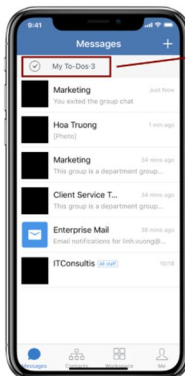
WeChat Work can be downloaded for free. You can find WeChat Work for download in any app store or at this address https://work.weixin.qq.com/#index_topAnchor. WeChat is available for Android, iOS, Windows, and Mac. You can install it on your devices exactly as you would any other application and start using it right away. WeChat Work has an application even for a PC. In fact, this is a multi-platform app that runs on the most important search engines. Therefore, all that is necessary is to install the application on your PC. The same applies if you want to use WeChat Work on a Mac.

4 key benefits WeChat Work can bring to your business

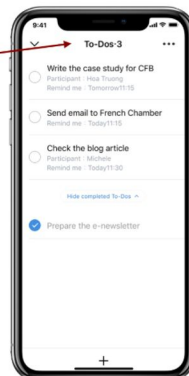
- ❖ **Have Better Control Over Internal Communication.** First of all, compared to the normal WeChat app, the internal communication features of WeChat Work are far more advanced. WeChat Work can accommodate up to 2,000 users in a group chat, which is a good news for large companies. Other interesting features include the option to double-tap on a message to add a to-do list, to see whether a message has been read or not. Given the large number of users that might be added to the platform, several features are available for effective user management: internal contacts can be segmented into different departments and be assigned different permission levels, and there is a separate group for external contacts to avoid wrong communication.
- ❖ **Solve the Pain Point of Using Personal WeChat at Workplace.** The second benefit brought by WeChat Work is the capability to help the users fully focus on work-related activities, thus separating the personal space from the workspace. It allows the users to exchange work-only-related-messages without accidentally exposing them to friends and family or any other contacts that are not related to the business.
- ❖ **Access Integrated Apps for Business Operations.** Another remarkable advantage of WeChat Work is the capability to offer a wide array of apps tailored for business operations. Reports, approvals of business expenses, employees punch in/out, company-paid calls, enterprise emails are an integral part of WeChat Work, which can be accessed under the Workspace tab. There are also a variety of third-party apps such as mobile office, CRM, human resources, reimbursements, company culture, training, workflow management, and so on. These apps can be added on your demand and will support your daily tasks with their unique features.
- ❖ **Advanced Integration.** WeChat Work is mostly used for internal communication, but you can extend its benefits even further by having a seamless integration between your WeChat official account and WeChat Work platform. After the integration has been activated, customers can access a "chat with us" feature inside the WeChat official account and send their inquiry to the sales agents. The sales agents can view these messages on their WeChat Work account and continue the conversation directly there.



A message with a team member



List of messages



To-do lists with reminders

Tips from IT department: Please start using WeChat Work as soon as possible. We will use WeChat Work in all fields on March 15, 2020. If you need help, please contact IT Help Desk. Thank you!