

## QQ & WECHAT

I started with my mobile devices first, then the computer. WeChat is best accessed on the computer from either [www.wechat.com](http://www.wechat.com) or QQ international. I find it easier with QQ.



### WECHAT (ENGLISH)

1. Mobile device
2. Search your 'store' for the WeChat app
3. Follow instructions for installing the app
4. Sign up for an account
  - a. Enter your phone number
  - b. You will receive a text message verification
    - i. You will need to know how to go from this app to your text messaging to get the code, and back again
  - c. You will have about 1 minute to enter the code into WeChat or you will need to have a new code sent
  - d. Enter the profile information and a password
  - e. It will ask if you want to access your phone contacts. This is an optional feature that will recognize if any of your friends use WeChat
    - i. If you choose yes it will find those phone numbers associated with WeChat and an invitation will be sent to that individual who will in turn need to accept your invitation to be friends
  - f. Then it will ask for terms and conditions, etc
  - g. A WeChat photo you can add later as well as in the 'Me' tab you can set your WeChat ID for others to search for when they want to find you.
    - i. They will be able to use the WeChat ID or scan your personal QR code
5. Sign in on your computer to your QQ account. From the QQ dashboard
  - a. Double click on the WeChat icon
  - b. Open APP on your phone
    - i. Go to discover (lower task bar)
  - c. Click on 'Scan QR Code' on your phone
  - d. Hold scanner up to read the code, click 'enter' on your phone
  - e. Give it a second or two to open on your computer
6. Setting up a GROUP (for classes)

- a. On your phone
  - b. Go to 'Contacts'
  - c. Tap on Group Chats
  - d. Tap on the '+' in the upper right corner
  - e. Tap Join Private Group
  - f. Enter a 4 digit number – only one time
    - i. I gave it a number associated with my class – for example my Wed morning classes were sessions 1&2 and 3&4 – the codes were 0312 and 0334 ~ 03 for Wed and 12 and 34 for the session numbers
    - ii. For my MWF night class I used 0135 – 1 for Mon, 2 for Wed, 3 for Fri.
  - g. Once your group is formed you can tap on the 'people' icon in the upper right from there you can
    - i. Change the group name (MWF Eng Only or WedBA0312 etc)
    - ii. It will create a QR code for you to use
    - iii. I choose to Mute Notifications because if they were talking to each other late at night I didn't want it beeping all the time.
      1. You can mute notifications for any person or group the same way – or to unmute
    - iv. Tap 'Save to Contacts' so you will see it in your contact list
    - v. Change your alias – ie. Ms Char This is the name they will see
    - vi. Turn on on-screen names and you are ready to go
7. How others FIND YOU and you find them
- a. For you personally you will have a QR code in 'Me' they can scan with their phone. They also can search for your phone number or your WeChat ID
  - b. You can also search for others by their phone number, WeChat ID, or QR code
  - c. Your students will be able to find you. I ALWAYS request they give me their English name and I can edit their alias in my phone. I also put which class they are in, in their alias – for example: Catherine WedBA0334. Sometimes I don't get a name and just put the class, eventually you can ask their English name.
  - d. What about OTHER REQUESTS – occasionally you will get a request from someone to be their friend. There is a place to respond back to find out

who it is before you accept it. If they are not your student, or someone you are associated with, you do not have to accept the request.

#### 8. How your STUDENTS join the class group

- a. Set up the group
- b. You can get a QR code that is good for a certain amount of time. I do a screen capture and put it in the PPT where they then scan it with their phone. You then accept the request. There is a place they can put their English name so it shows up in the group. They will know how to do this.
  - i. Once the QR code expires, you can get a new one
- c. You can pull up the QR code on your phone – some students will scan it with their phone, get it from their classmates, or not worry about it.
- d. You can accept them into your group

#### 9. Class Group GUIDELINES

- a. I took some time during one of the first classes and we discussed 'guidelines'. I explained there were 5 guidelines we had to follow, some because of my contract obligations, - 1) No Politics ; 2) No Religion; 3) English Only; 4) Light Conversations ; 5) Not a dating service.
- b. Then discuss with the class what they would like to see happen with the group chat. Some of the classes came up with some great ideas such as class members only – no added friends, no advertising, no swearing, etc.
- c. It was great because they all had buy in and they were more willing to follow the guidelines.
- d. I told them I may or may not join in the conversations, and this was a place to be able to talk/text in English to others for practicing.

#### 10. UPLOADING Documents – This is always easier from the computer (for me)

- a. Open the Tencent icon and log in to WeChat
- b. Double click on the group you want
- c. On the right side of the screen, the lower portion is for typing messages.
- d. Click on the File Folder – this will open your documents
- e. Find the file you want to upload and double click and the file will upload
- f. You will be able to check from your phone
- g. If you put the wrong file in – you have two minutes from your phone to recall the message.
  - i. In your phone, long press on the message
  - ii. Click recall and the message will disappear
  - iii. All other members will see that you recalled a message

- h. Be patient, sometimes in China it is slower. Sometimes it goes not connected to the VPN and sometimes you have to be connected to the VPN – and it depends on your internet speed. And, sometimes you will have to resend it for some unknown reason.
11. NOTE – when you log in to WeChat on the computer you will not see past conversations, however, if you need to follow a conversation, look for it on your phone and start typing on the computer. Everything will always show up on your phone.
12. WeChat MOMENTS – this is used as a social media tool (pseudo Facebook)
- a. Go to moments
  - b. Tap on the camera icon at the top right
  - c. Add in photos from your camera, make a comment and post
  - d. Your friends will be able to see what you posted and like and or comment. You will get a notification someone has responded and you will also be able to make comments back.
  - e. So far, I don't think you can post a 'status' without attaching a photo
13. FILE TRANSFER
- a. This tool is used to transfer items to/from your phone/computer
    - i. Ie – photos, documents from someone else
    - ii. Documents for your students
  - b. Log in to WeChat on your computer using the scanner in Discover
  - c. From your phone tap on the photo/doc you want to transfer
    - i. Tap on the share icon 
    - ii. Tap on WeChat
    - iii. Tap on file transfer and send
    - iv. On your computer WeChat open the File Transfer chat
    - v. Choose File Transfer chat
    - vi. Left click on picture/doc
    - vii. Click on the download symbol 
    - viii. Click on save and save it to the folder/destination you choose
  - d. On your phone IN WeChat
    - i. Tap on who you would like to send a picture to
    - ii. Tap on the '+' in the bottom right corner
    - iii. Tap on images
    - iv. Tap on which images you would like to send
    - v. Tap on send

## QQ INTERNATIONAL (ENGLISH)

For phones, tablets, and iPads search for the app 'QQ International'



This is the little guy you should see, then accept to install on your device.

1. Computers - Sign up at <http://qq-international.en.lo4d.com/>
  - a. Click on the 'download' link
  - b. Choose the English link and 'run' download following directions and prompts for appropriate information
2. You will have a shortcut icon on your desk top
3. Double click to open and sign in
4. You will also be able to access your WeChat account from QQ dashboard by scanning the QR code with your phone. Permission must also be given from your phone before the computer will open WeChat
5. Setting up QQ GROUPS on the computer – similar to the WeChat on the phone
  - a. From the QQ dashboard click on the multiple person icon
  - b. In the upper right click on 'create' then create group
  - c. Choose a category – Schools and Education is the easiest
    - i. Type a placebo in the box asking for what exam you are studying for – choose 'other' from the drop down box – then type in a place holder name
    - ii. Give the group a name – same as WeChat for the same class – makes it easier to follow
    - iii. Choose 500 members
    - iv. 'Require identity verification to join the group' should be chosen
    - v. Click next
    - vi. In this box you can choose members or just click finish
    - vii. The next box you can write a description if you choose, click finish or start chat
    - viii. Since you are setting up the group you can also delete the group, or change ownership to someone else by right clicking on the group and choosing dismiss group. This will open a browser window, then follow directions given.

- ix. You can also edit the group by right clicking on the group and choosing from the menu what you would like to do
- d. You can also set up groups from your phone, but for QQ I find it easier on the computer (WeChat on the phone).
- 6. QQ Email – When you sign up for QQ you will be assigned a numeric ID as your email. You can access your email from <https://en.mail.qq.com/cgi-bin/loginpage>
  - a. You can choose to log in with your ID and PW or if you are logged into Tencent QQ, you can choose ‘quick sign in’ which will then open your email
  - b. This email works like any other email account. You can send group emails once your class group is set up or you can send individual emails.
    - i. Each class should already have a QQ account set up and monitored by someone else. You have to ask to be invited into the group. You will get other emails in Chinese which probably have nothing to do with you
    - ii. It will be easier if you want to send group emails to get the QQ address of your class monitor, send an email to him/her and they can forward it onto the class. Jack uses it this way to attach his English Lit. assignments and it works very well.
- 7. QQ Chat groups – Works pretty much like WeChat. You can upload files, documents, and pictures.
  - a. Sign into QQ
  - b. From the dashboard click on the group icon
  - c. Double click on the group you want to upload to
  - d. Type in a message and send
- 8. To UPLOAD a file
  - a. Click on the file icon at the top left of the chat box
  - b. Choose ‘upload permanent’ file – this will open your file explorer.
  - c. Double click on the file you want to upload
  - d. This will open a box where you can see the file uploaded to
  - e. You will also be able to see the file on your phone
- 9. You can also transfer photos from your phone to the computer through QQ
- 10. QQ has a social media called Qzone – I personally do not use this one – haven’t had much luck and I prefer WeChat – but it is there for you to use