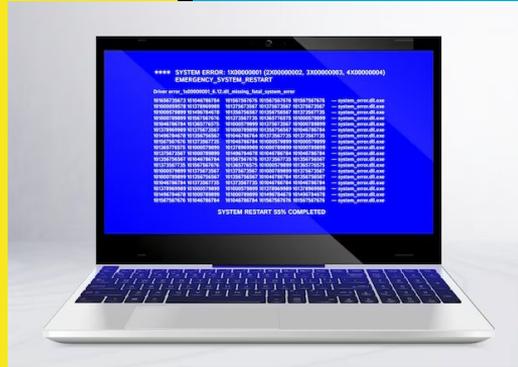# How to Use WhatsApp - the basics

WhatsApp is simple to use once you get the hang of it! It is very similar to texting on smartphones!

What we are going to cover:

- Getting Started
- How to chat/send a message
- How to send attachments e.g. images, documents etc
- How to make a free voice/video call
- How to make a voice note
- How to create a group and send group chats
- How to mute chat notifications
- How to block a contact
- How to backup Whatsapp

Getting Started

- **Download** and **Install** Whatsapp 🟢 from your app store
- **Register** and **verify** your mobile phone number (a text message will be sent)
- **Add** your name and profile picture (optional) and **tap** 'Next'
- **Tap** 'Confirm' to **Sync** contacts from your phone address book (contacts)

That's it now you Whatapp Account is setup!

Getting started with Whatsapp Video

https://www.youtube.com/watch?v=Ryiv5t6CgFM

How to Chat/Send a Whatsapp Message

- **Open/tap** on the Whatsapp App on your phone
- **Tap** on the '**Chats**' icon at the bottom of the screen.This will take you to the **message window**
- For **iPhone users tap** on the '**notepad & pen'** icon at the **top right** to compose a new message
- **Select** a contact who you want to message either **from your list** or **type** the name of the person using the 'search icon' or 'search bar' at the top
- **Type** your message into the message box and then tap on the send icon.
- **Sent messages** will appear in a Green box and **received messages** in a White box
- Once the person you are chatting with has **seen/read your message** two blue ticks **will appear** next to it.

How to Send Attachments

- When you send a message you can **also choose** to **attach** e.g. a document, image etc. by tapping on the 'paperclip icon'
- <u>**Android Users:**</u> **tap** on the **'paperclip icon'** in the message box to select what you want to attach e.g. Photo, document or video (using the 'camera', 'gallery' or 'document' **tags** that appear), Alternatively **if sending** a **new** photo **tap** on the **camera icon** next to the paperclip, **take** your photo, **add** a 'caption/message' then tap the 'Send' icon
- <u>**iPhone Users:**</u> **tap** on the **'+'icon** next to the message box. If sending **a new photo tap** on the **camera icon, take** your photo **and tap** 'Send' icon
- If sending **existing file** e.g. 'document'**,** 'photo/video' **tap** on the '+'icon, **choose** 'documents', or 'Photo/Video Library' **select** 'document' or 'photo/video' (type 'caption' if needed) then tap the send icon

Sending documents on Whatsapp

Send documents on WhatsApp

How to make a Free Voice/Video Call

Did you know that making a voice/video call on Whatsapp is
Free if you are **connected to Wifi!**

- **Open/tap** on the 'Whatsapp' App on your phone
- **Tap** on the '**calls' icon** at the top of the screen.This will take you to the Calls window
- **Tap** on the 'contact' you want to call or 'search' for a person using the search icon
- **Tap** the 'phone' or 'video' icon at the top of your screen to **make a call**
- **To end** the call **tap** on the red phone icon
- Like normal phone calls you can also choose to turn on 'speaker' , click on
- or mute the call, click on

How to make a free voice call

Note: make sure using WiFi to make Free calls otherwise uses data allowance

Free WhatsApp voice calls

https://www.youtube.com/watch?v=PKXHIMb0HVw

How to Send a Voice Note

- **Open/tap** on the '**Whatsapp**' App on your phone
- **Tap** on the '**Chats'** icon at the bottom of the screen.This will take you to the message window
- **Tap and hold** on the 'microphone' icon next to the message box and **start talking**
- To **end** the Voice note **release** the 'microphone' icon
- Your **new voice note** will be sent and **appear** in a Green box like a new message. You can **listen** to it by **tapping** the play button
- **To delete** the voice note **tap and hold** the voice note message and then **tap** the 'bin icon' at the top of your screen and **select** 'delete for everyone'

How to Create a Group & Group Chats

- **Open/tap** on the 'Whatsapp' App on your phone
- **Tap** on the 'Chats' icon and then **tap** the 'menu' icon top left of your screen (three dots)
- **Tap** 'New Group'
- **Select** contacts in the your list to be in the new group (tick the boxes)
- **Tap** the 'Next' button
- **Type** the name of your new group in the box
- **Tap** the 'Create' button
- You can now start sending message to members in your group using the message box *(same as sending messages to individual contacts)*

*Note: To **Report** a Group **tap** 'More' (three vertical dots), then **tap** 'More' and **tap** 'Report' (tick box if you want to exit group and delete chat) and **tap** 'Report' to confirm*

Creating groups and group chats

STAY IN TOUCH WITH

WhatsApp Groups

https://www.youtube.com/watch?v=Y2zE4_78BF8

How to Mute Individual/Group Chat notifications

Android:

- **Open/tap** an 'individual' or 'group' chat
- **Tap** on the 'menu' icon top left of your screen (three dots)
- **Tap** 'Mute Notifications'
- *Select* 'time period' that you want to mute message notifications *e.g. 8 hrs, 1 week or Always* and *Tap OK*
- To '**unmute' tap** 'Unmute notifications'

iPhone:

- **Open/tap** an 'individual' or 'group' chat
- **Tap** the **name** of the 'individual' or 'group' chat
- **Turn on** 'Mute notifications'
- **Select** 'time period' that you want to mute message notifications then **tap** 'Mute'
- To '**unmute' tap** 'Unmute notifications'

How to Block/Report a Contact

Android:

- **Open/tap** on Whatsapp and tap on 'Chats'
- **Choose** the contact you want to '*block*' and **tap** on the contact to open **'**the chat'
- **Tap** on '*Menu*'(three vertical dots), **tap** '*More*' and **tap** on 'Block'
- On the next screen you will be asked to confirm, **Tap** '*Block'*
- *You can also* **report** *them by* **tapping on '**Report'
- On the next screen you will be asked to confirm, **Tap** '*Report'* (***Note:** make sure 'Block' contact box is ticked)*

To report someone in a group chat:

- **Tap** *on the group,* '**tap and hold** *on the chat from the person you want to report*
- **Tap** *on 'Menu' (*three vertical dots)
- **Tap** 'Report' (name of person or phone number will also be displayed)
- On the next screen you will be asked to confirm, **Tap** '*Report'*

How to Block/Report a Contact (cont)

iPhone

- **Open/tap** on Whatsapp
- **Tap** on 'Chats'
- **Open '***the chat***'** with the contact you want to **block**
- In the chat **tap** the 'contact's name' and then **tap** 'Block' at the bottom of the screen
- On the next screen you will be asked to confirm, **tap** '*Block*'
- *You can also* **report** *them by* ***tapping on*** *'Report' at the bottom of the screen*
- On the next screen you will be asked to confirm, **Tap** '*Report*'

You can also ***report them*** *to* ***Whatsapp*** *by* ***tapping*** *'Block and Report'*

How to block a contact

How to block a contact
on WhatsApp

https://www.youtube.com/watch?v=7Tmvvf0pDGg&list=PLFzkEpkFIWT5xtublCBfTjM9X_f7jG0Xa&index=2

How to Back up Whatsapp

Android:

- **Open/tap** on Whatsapp
- **Tap** on the '*menu*' icon top left of your screen (three vertical dots)
- **Tap** '*Settings*'
- *Tap/Select* '*Chats*', scroll down and **tap** '*Chat backup*'
- **Tap** '*Back up*' to make an instant backup*.
- To '**automate**' backups **tap** '*Automatic backups'* and **select** frequency e.g. daily

iPhone:

- **Open/tap** on Whatsapp
- **Tap** on '*Settings***'**
- **Tap on** '*Chats*' and '*Chat backup*'
- **Tap '***Backup now***'** to start an instant backup
- To '**automate**' backups **tap** '*Auto backup'* and **select** frequency e.g. daily

Thank you

Any Questions?