



WHATSAPP GUIDE

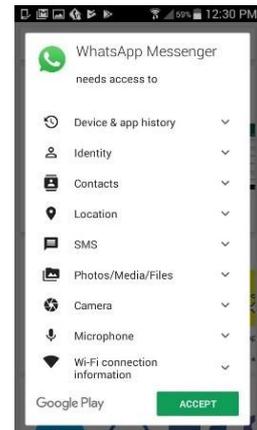
Installing WhatsApp

1. From your Menu, go to the App Store  or Play Store  on your phone. Type **'WhatsApp'** into the search bar. This will bring up the WhatsApp Messenger app, which is free to download.

2. Tap on **'Install'** and then **'Accept'** to give WhatsApp the permissions it requires to run. This will automatically start the download process. Note that depending on which connection you use to download the app, this may incur data charges. Where possible download any apps onto your phone using WI-FI.



3. Once the download is complete, tap on **'Open'** to open up the app. You will be prompted to agree to the Terms of Service. Accept this to move on to the next stage. Press Agree and Continue.



4. You now need to verify your phone number. Input your mobile number and tap **'Next'**. You will be asked to confirm that this is the number you want to verify, so if you've made any mistakes, you can go back and correct them. You will then be sent a text with a 6-digit verification code. WhatsApp should automatically detect this and verify your number, but if not, simply type in the code you've been sent.





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5. Finally, type in the name you would like to use on your profile. You can also add a photo if you want by tapping on the icon of a camera and uploading an image from your phone. Remember though when adding photos to icons to use symbols rather than a direct photo of yourself, for example a flower.

 v.whatsapp.com/911611

Profile info

Please provide your name and an optional profile photo



Type your name here



At this stage you're now set up on WhatsApp. If you add a contact onto your phone (see our Basics Guide). After you insert the number and after a few minutes or so this will register if they are using What's app (if your data/Wi-Fi is on), so that means you can now message that person through WhatsApp. Some contacts when you set up, will already be showing on your account.

Sending a message

1. Open WhatsApp  and **tap on the chat icon**  at the bottom right or top of the screen, depending on which device you're using.
2. **Select the contact** you want to send a text to and start writing a message.
3. **Tap the send icon** when you are done. 

Setting up a group chat

You can send messages to multiple people at once by setting up a group.

1. Go to the chat screen and **tap on the three dots**  at the top right on an Android phone or at the bottom of the iPhone screen. Select **'New Group'**.
2. Now add group members by either **tapping on their profile** or **typing their name into the search box**.
3. Add an optional icon for the group by **tapping on the empty photo box** and then add a name by **typing in the group subject**.
4. Once you've finished, tap **'Create'** to finish or **just tap on the tick**.



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Send an image

1. **Open a chat and tap on the attachments icon at the bottom of the screen.** This is a plus sign on iPhone or the paperclip on an Android. 
2. Select **Gallery** for existing photos or **Camera** to take a new one.



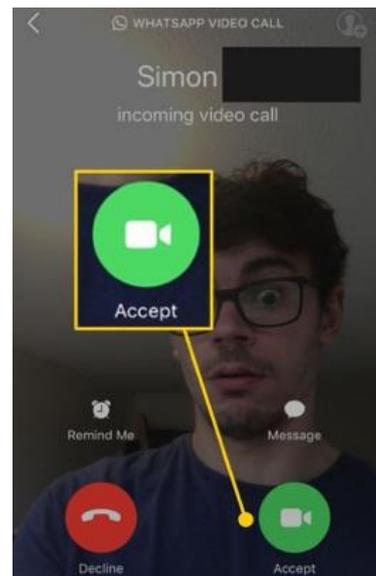
Camera



Gallery

Make a video call

1. Open a chat and click the **Camera** at the top right of the screen. 
2. You can have a group video chat with 3 other people. Just click the **Camera** at the top right in a group chat.
3. To answer a video call **click or swipe the green button**. To decline the call **click or swipe the red button**.
4. To end a video call **tap your screen anywhere and click the red button**.



Make a call

1. Open a chat and click the **Phone** at the top right of the screen.
2. You can have a group video chat with up to 7 other people. Just click the **Phone** at the top right in a group chat. 
3. To answer a call **click or swipe the green button**. To decline the call **click or swipe the red button**.
4. To end a call **tap your screen anywhere and click the red button**.