

# WHATSAPP GUIDE



WhatsApp is a quick and free way to keep in touch with your friends and family, where you can send messages, make phone and video calls and more.

WhatsApp uses WiFi, or your phone's data, to send messages so you can avoid running out of credit or going over your monthly text allowance. We've put together a quick and easy guide on how to download and use WhatsApp, so you can stay connected.

## Downloading

You can download WhatsApp on any smart phone. Visit the '**App Store**' if you have an Apple mobile phone, or the '**Play Store**' if you have an Android mobile phone, the icons will **look like this** →  
In the search bar, type in 'WhatsApp' and press enter.  
Download WhatsApp messenger.



**App Store**  
(Apple)



**Play Store**  
(Android)

## Setting Up

Now that you've downloaded WhatsApp, you'll need to set it up. From your phone's home screen, click on the WhatsApp icon to launch the app. You will be asked a few set-up questions, including your phone number, country code and whether you want to be told when someone has messaged you (notifications). Then you will need to verify your account. WhatsApp will do this by sending you a text message using the phone number and country code. The next step is to add in your name, a profile picture and to allow WhatsApp to access your contacts and your photos.

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## Sending Messages

To send a message, click on the green message speech bubble in the bottom right corner of your screen and select a contact from your address book. Once you have a chat going with someone, you don't need to repeat this step. Click on the person you want to speak to on your list to continue the conversation. Then you just have to click in the bar at the bottom to bring up the keyboard, type your message and press enter.

## Sending Pictures and Videos

Everything you send on Whatsapp is **FREE**. To send a picture or a video, you'll need to open up one of your conversations or start a new one using the method above. Next to the bar where you would type your message, you'll notice a paper clip symbol and a camera symbol. If you'd like to send a photo or video of something you've already captured, select the paper clip symbol and find the item in your files. If you'd like to send a new photo or video whilst in a conversation, select the camera symbol to take the image first and then send it.

## Making Phone Call and Video Calls

Calling someone on WhatsApp is as simple as making a normal call. Find the person you'd like to connect with from your contact list or your chat list, and open up the conversation. In the top right, you will see two icons: a video camera symbol and a phone symbol. To just call a friend or family member, select the phone symbol, or to video call someone, select the video camera symbol. You will need to be connected to the internet to do this.



If you need help or advice please get in contact with us

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