

# A Guide to WhatsApp



Included in this guide:

- What is WhatsApp?
- Setting up WhatsApp
- Sending/Receiving Messages and Calls on WhatsApp
- Sending Photos on WhatsApp

## What is WhatsApp?

WhatsApp is a free app which allows you to send and receive messages, photos, and calls with friends and family who also have WhatsApp.

To use WhatsApp, all you need is a mobile number (all SIM cards have an allocated mobile number).

*Note: you can only be logged into WhatsApp on one device at a time.*

*If you have any further questions, please feel free to contact 380 4300 for more support.*

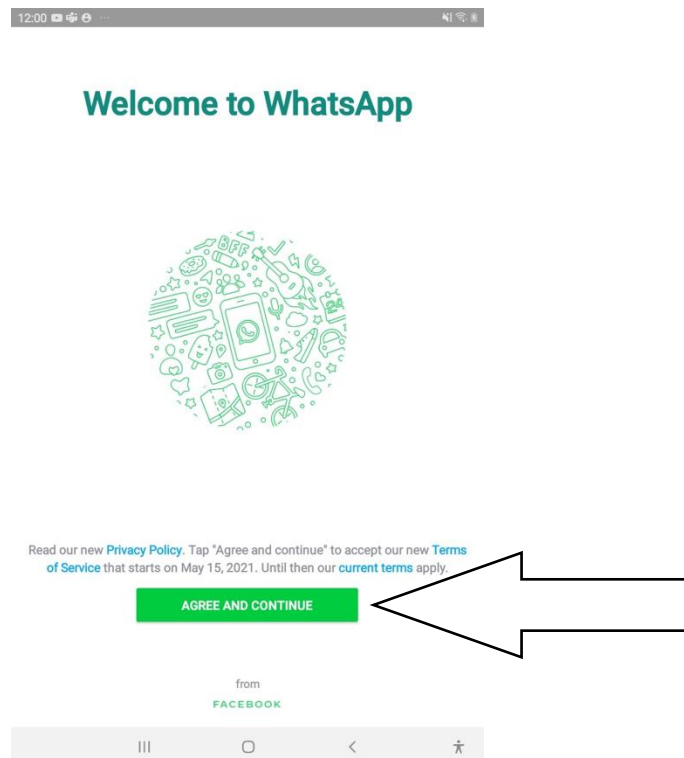


## Setting up WhatsApp

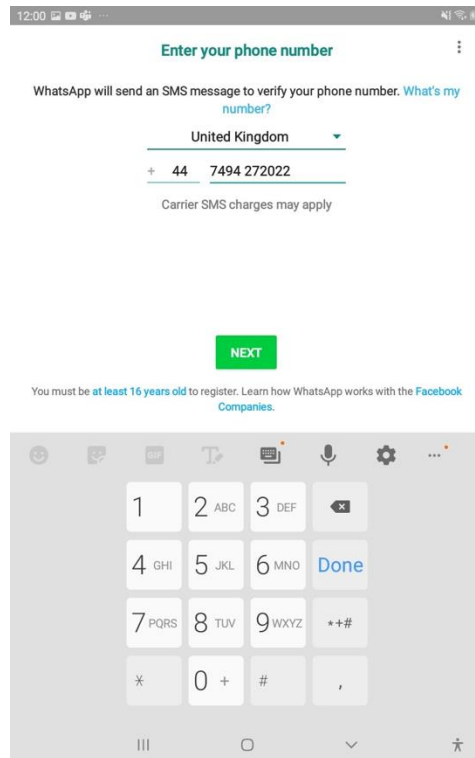
1. Open WhatsApp on your device.



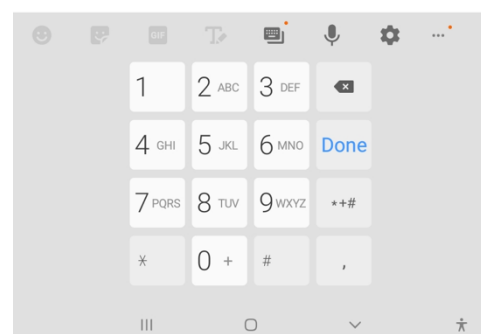
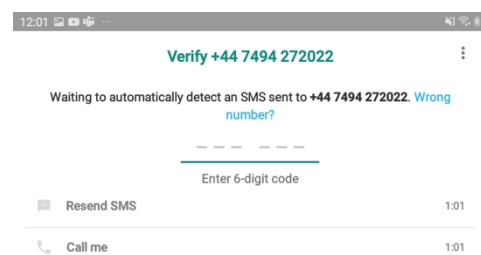
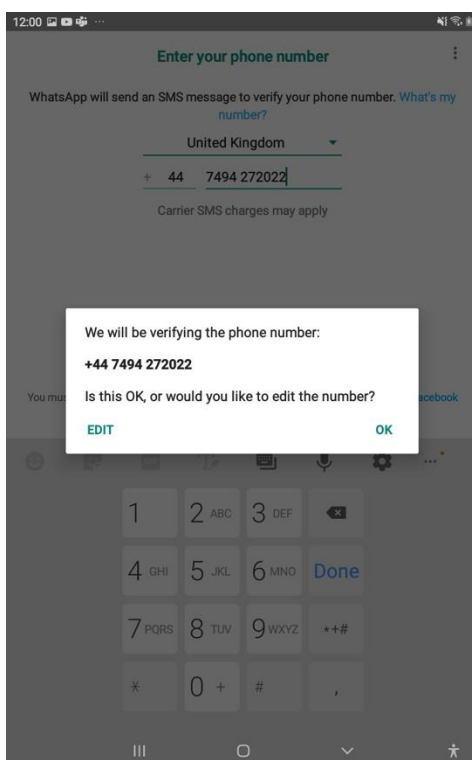
2. Tap 'Agree and Continue'.



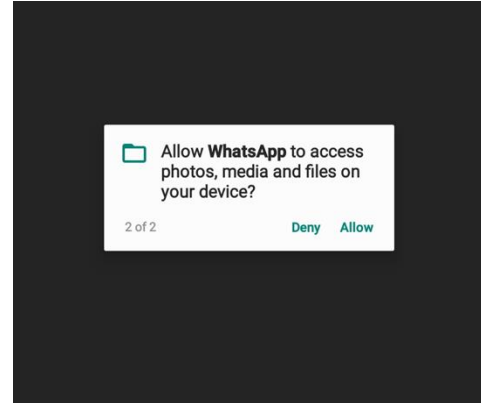
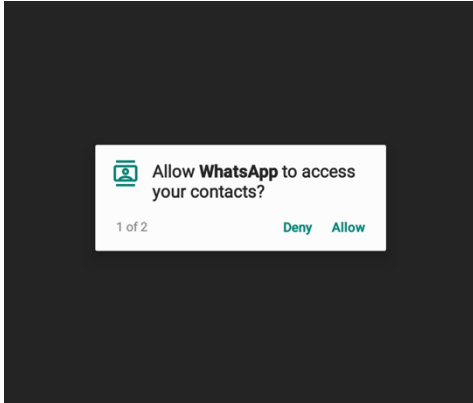
3. Tap in each box to input your mobile number and then tap 'Next'. *Note:* enter '44' as the area code. This will enter the country as UK.



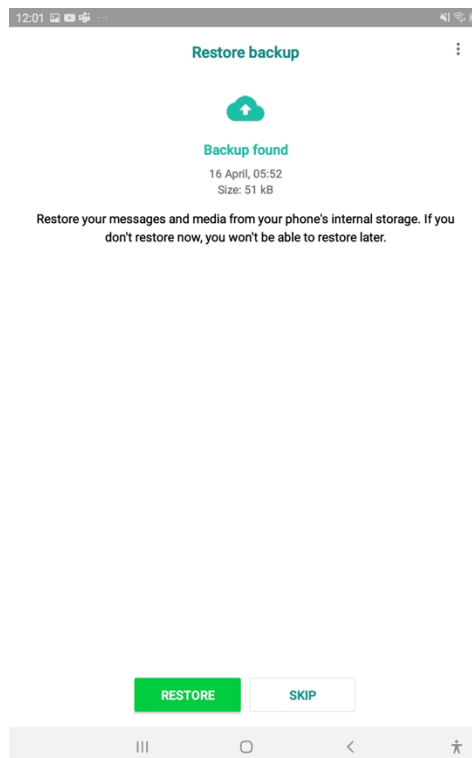
- WhatsApp will now send a verification text to your mobile number. Tap 'OK' and open the text message containing a 6-digit code. Enter the code on WhatsApp and tap 'Done'.



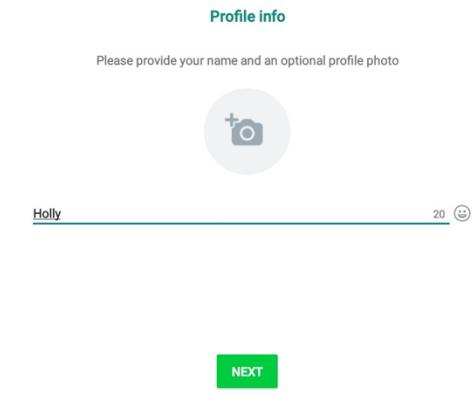
5. Tap 'Allow' to both of these options.



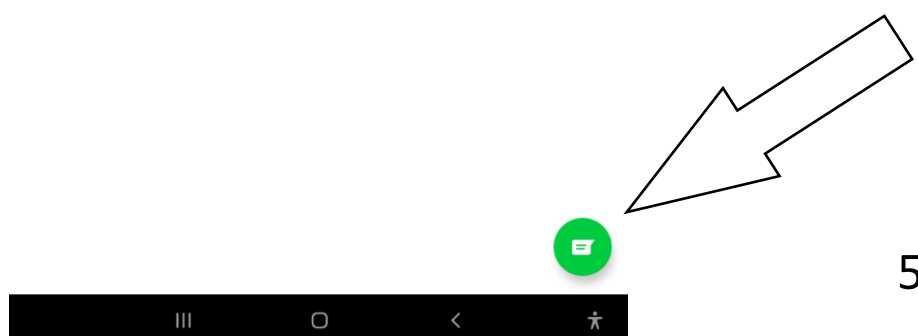
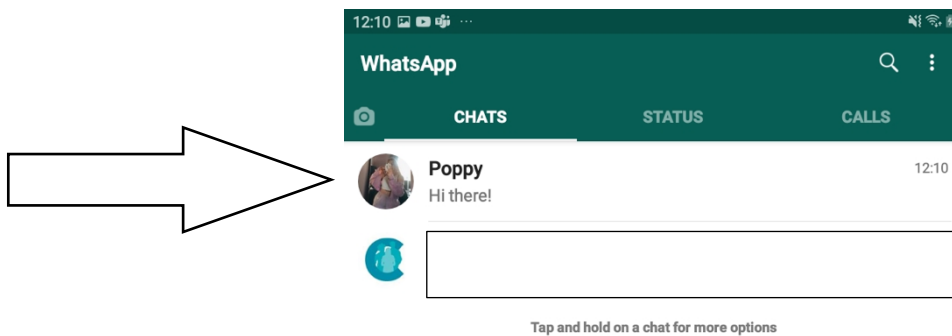
6. If you have used WhatsApp before and want to restore old chats, you can tap 'Restore' here. Alternatively, tap 'Skip'.



7. Enter your name and upload a photo of yourself if you wish, then tap 'Next'. This is what your contacts will see when they message you.

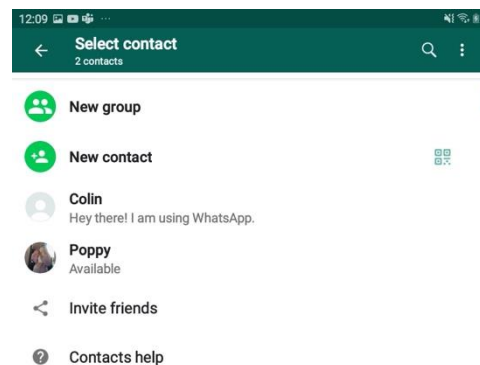
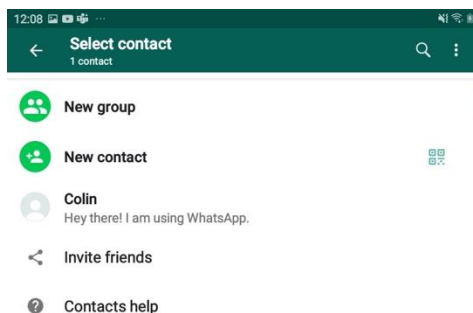


8. You have now set-up WhatsApp! All of your chats will be stored here, and this is what you will see when you open the app.



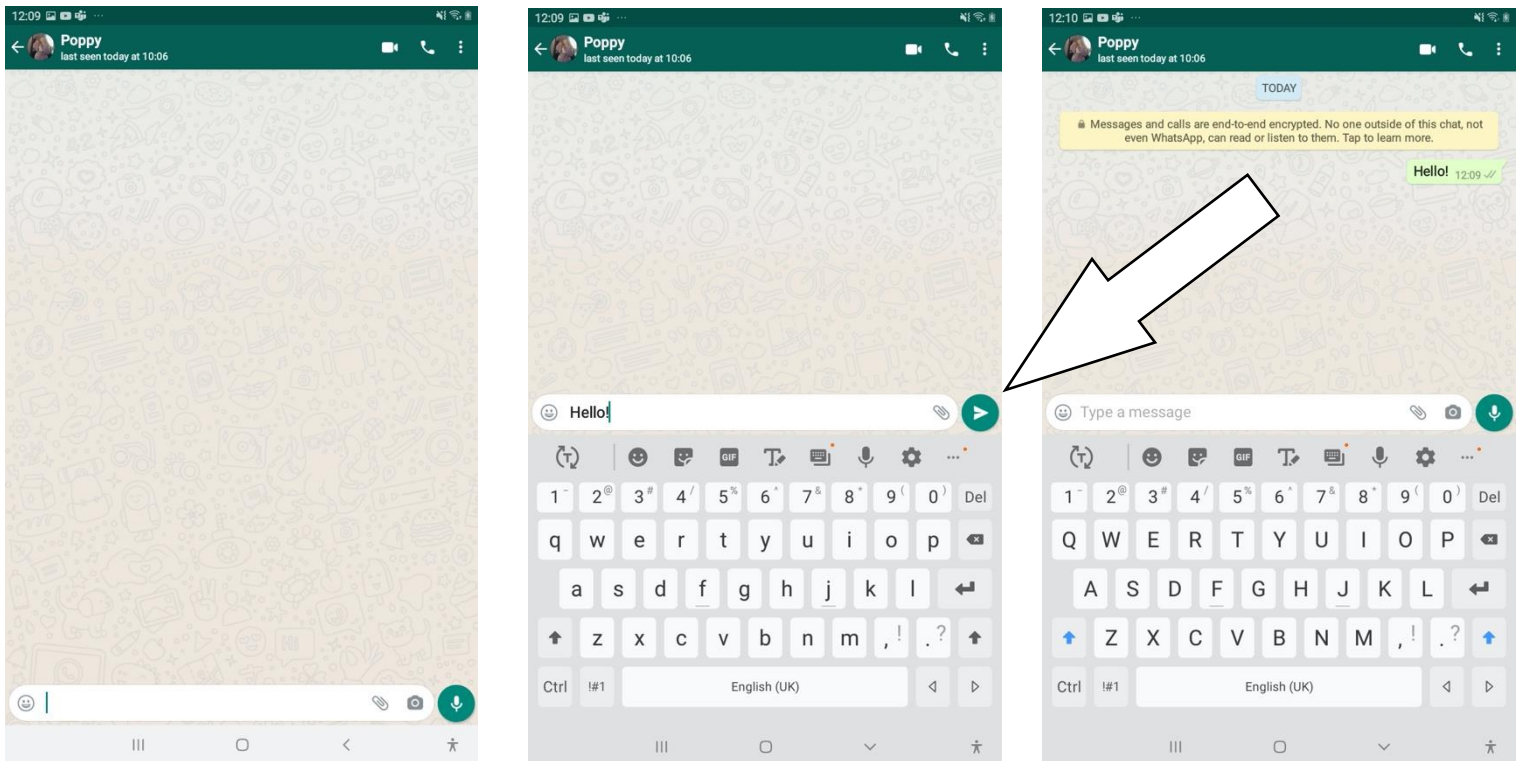
## Sending/Receiving Messages on WhatsApp

1. To compose a new message, tap the green chat circle (previous page). Your contacts will be listed here. To add a new contact, tap 'New contact' and enter the name and mobile number of the person you want to chat with. To open messages/chats, tap on the name of the person in your chat list (previous page). *Note:* if the person has WhatsApp, their name and picture will now appear in your contacts list.



2. Tap on a contact to open a chat with them. Tap in the chat bar to type your message and tap the

green circle with the arrow within it to send your message.



You have now sent a WhatsApp message! You will know your message has successfully sent as there will be two ticks next to your message. Any replies will appear in this chat.

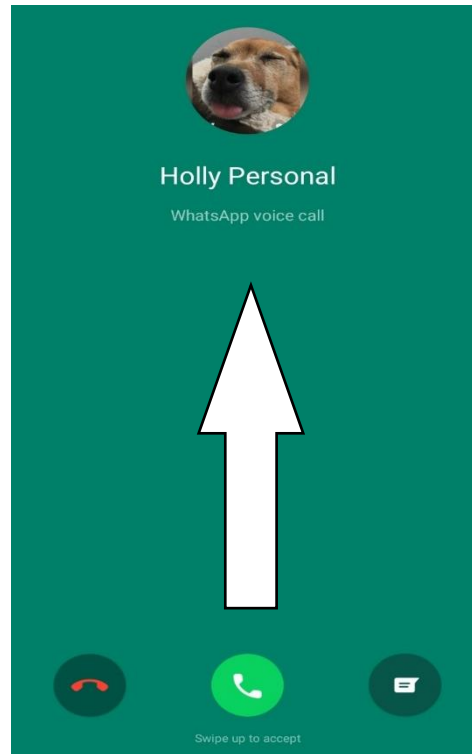
## Making/Receiving Calls on WhatsApp

1. Open WhatsApp on your device.

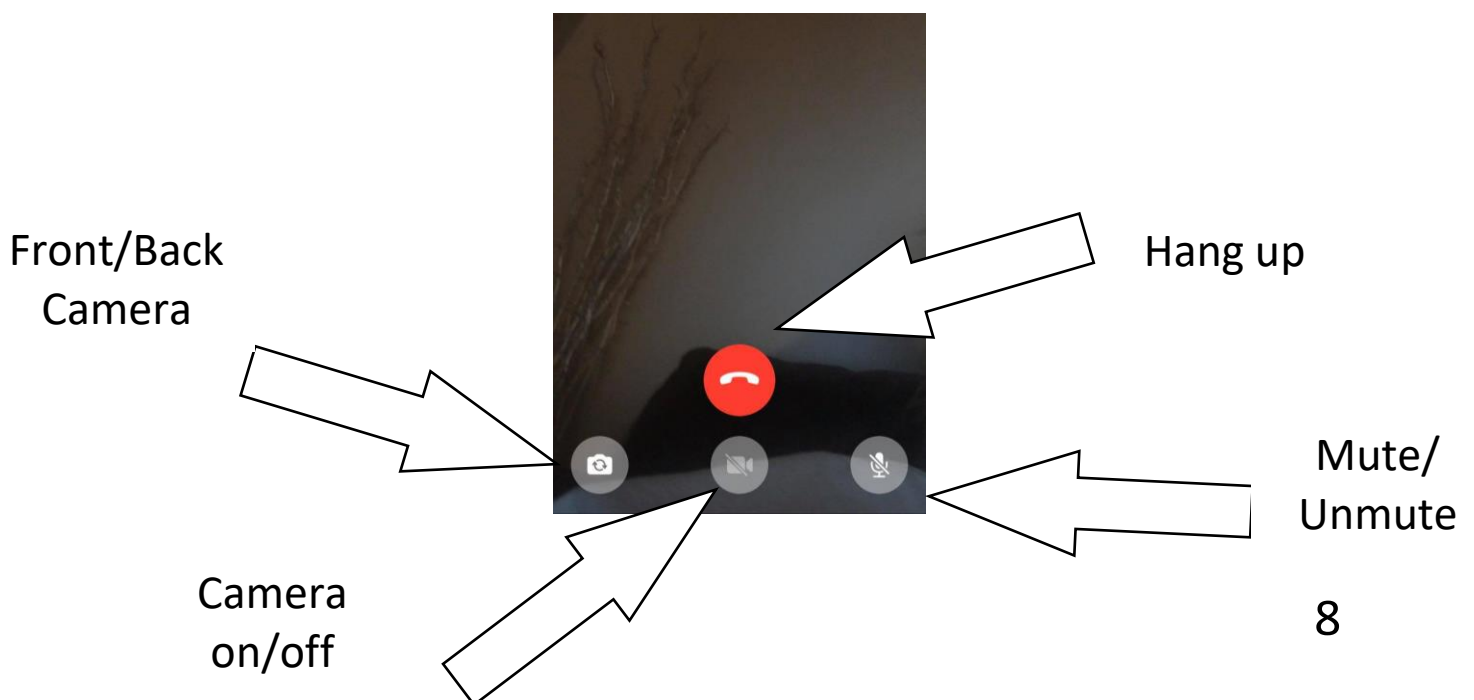


# WhatsApp

2. Open a chat with the person you would like to call. Tap the video icon to video call or tap the phone icon to audio call. To answer a call, drag upwards from the green telephone icon.



You are now making a WhatsApp call!



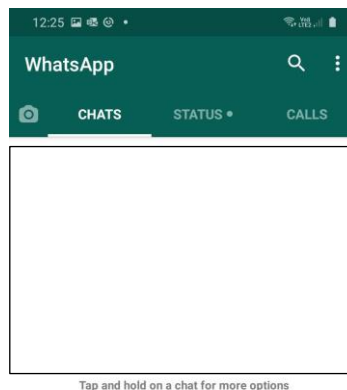


## Sending Photos on WhatsApp

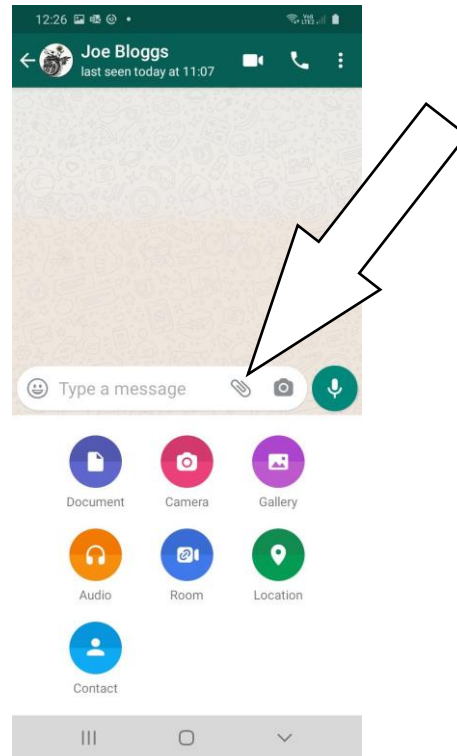
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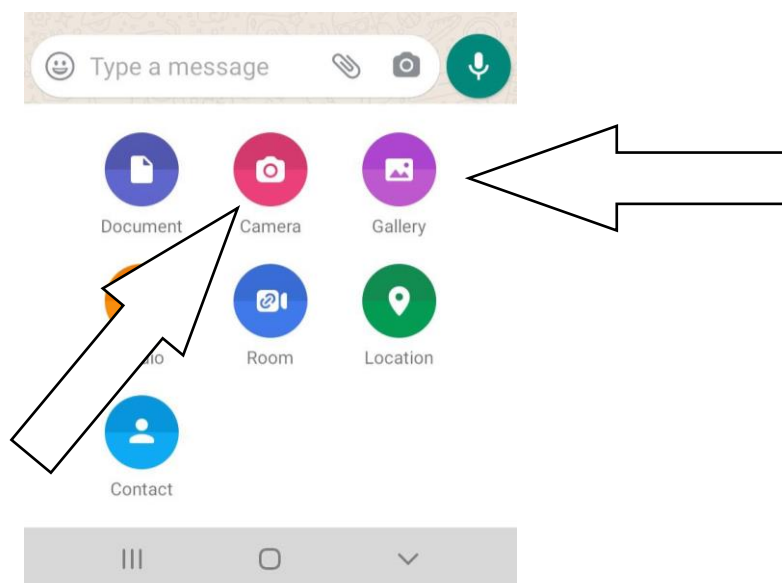
2. Tap the green icon to start a new chat.



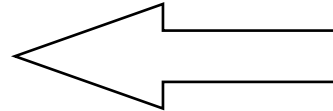
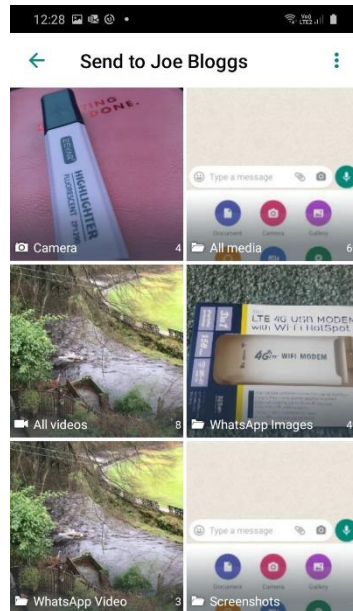
3. Tap the paperclip icon to attach a file to send.



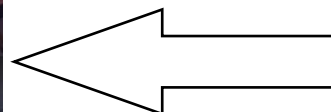
4. If you want to take a photo, tap the 'Camera' icon. If you would like to attach a photo from your gallery, tap the 'Gallery' icon.



5. Choose the image you would like to send. Tap 'All media' to be able to see all of your photos.



6. Tap on the photo you want to send, and then tap the green circle to send the photo.



## 7. You have now sent a photo on WhatsApp!

