



HOW TO CONNECT WITH FRIENDS AND FAMILY Using WhatsApp

WhatsApp is a free phone app that you can use to phone anyone anywhere in the world — you just need an internet connection or phone data. You can send text messages and photos. You can also use it to video call your friends or send short videos. *Unfortunately some mobile networks and Wi-Fi providers do not allow WhatsApp calling.*

How do I start? Download the app to your phone

1. Firstly, go to your Google Store, or the App store if you have an iPhone and search for “whatsapp” It should come up with WhatsApp Messenger.
2. Install WhatsApp Messenger
3. You will probably get the opportunity to download your contacts into Whatsapp – this makes it easier. Just follow the prompts on your screen.

Before you start chatting, there is one more step you may want to take. Creating a profile will help your contacts know who you are, even if they don’t have your number saved in their contacts. You can add a picture, name, and a short bio.

How to set up your WhatsApp profile

1. Tap the **three dots** in the top-right corner of the app and tap **Settings**.
2. Tap **your name** at the top of the screen.
3. To change your picture, tap the **camera icon** and select a photo.
4. To change your name, tap the **pencil icon** next to Name.
5. To change your bio, tap the **pencil icon** next to About.

You can also change your phone number from this screen, and the process is the same as when you first set up your account. It will send a verification code via SMS, and once confirmed all of your chats and contacts will be transferred to that number.

To start chatting or texting

1. The first time you open the app you won’t have any chats open, but you can start a new chat by tapping on the **chat bubble** in the bottom right.
2. Select the contact you want to chat with from the list. If you already have a previous chat with that contact, it will open that instead of a brand new chat.
3. Type your message at the bottom of the screen.
4. After entering your text, tap the **arrow icon** that appears alongside the text box to send it.

You can also send pictures or files on WhatsApp by tapping the **paperclip** or **camera** icons at the bottom of the screen. WhatsApp has a built-in camera app, but it’s better to use your normal camera app to take the picture and select it in the gallery to send.

You can also send your texts to a group in a “group chat”.

1. Tap the same chat bubble as before, then tap New Group. You can then select the members you want to invite, enter a name for the group, and start chatting!

This is good for a group of friends who can catch up by group text chat, your book group, exercise group, family, etc.

How to make a phone call using WhatsApp

One of the most useful features when using WhatsApp internationally is the ability to make phone calls. Unlike standard international voice calls, WhatsApp calls use your internet connection rather than your phone line, so they're completely free.

1. Open a chat **window** and tap the **phone icon** in the top right. If it's a group, you can even select multiple people to call at the same time.
2. Just hit the red hang up button to end the call.

How to make a video call on WhatsApp

1. Find or search for your contact in your list.
2. Tap the icon for a Video Call
3. To Receive a video call tap **Accept** or **Answer**. Your head, and theirs will be on the screen — tap on either of these to have them the larger image.
4. Use the camera turn around icon to show images other than your head — you might want to share how your garden is growing or what is happening in your home.
5. Just hit the red hang up button to end the call.

TO ADD OTHERS to your call. Tap your screen and you will see an icon to Add a person from your contacts (the icon is different on different phones). You need a good internet connection for this and can only add 3 people for a group video call.