

# How to WhatsApp?

## A Guide for Beginners

### What is WhatsApp?

- Free communication app which allows you to send messages, make voice and video calls, and share images and documents.
- A useful way to keep in touch with friends and family.



### What you will need

- ✓  **Internet connection** (WiFi or Mobile data)

- ✓  **Tablet / Mobile**

### **WARNING**

Unless you have unlimited access to the internet, make sure you have enough **data allowance** with your broadband or mobile monthly plan.

In doubt, check with your provider.

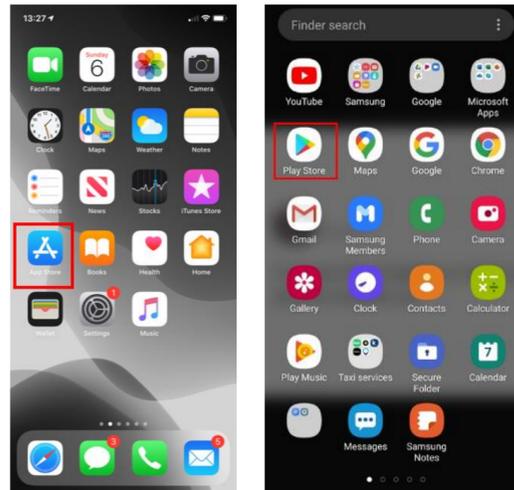


- WhatsApp has end-to-end encryption, so only you and the person you're communicating with can read what's sent, and nobody in between, not even WhatsApp.
- For more information on security, please access <https://www.whatsapp.com/security/>

### HOW TO INSTALL?

For iPhone and android:

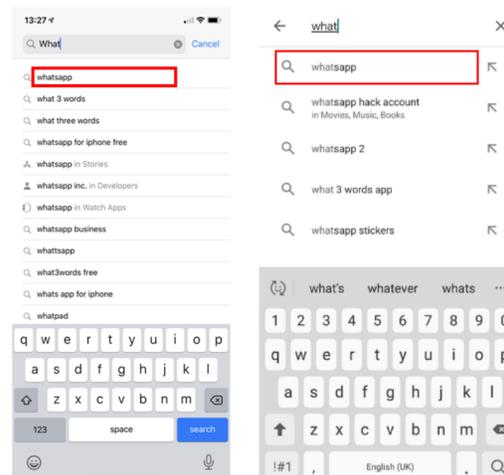
STEP 1: Open the app store/ play store



STEP 2: Click the magnifying glass



STEP 3: In the search bar type 'whatsapp'



STEP 4: When the 'WhatsApp Messenger' box appears click the 'GET' / 'INSTALL' button on (it should be free)



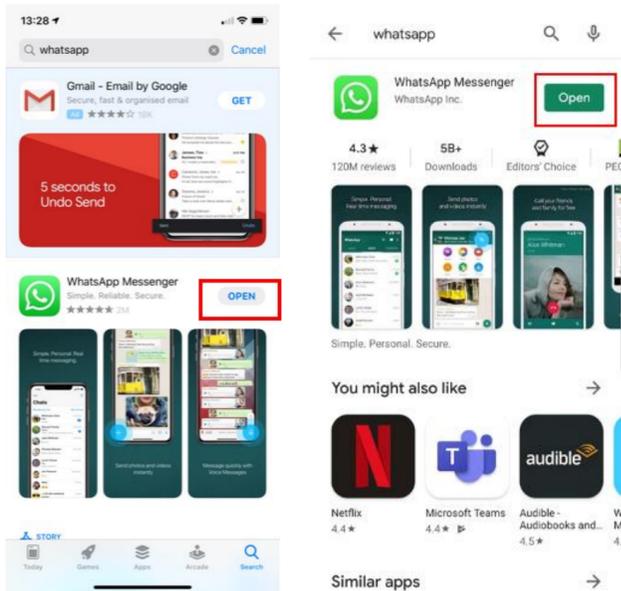
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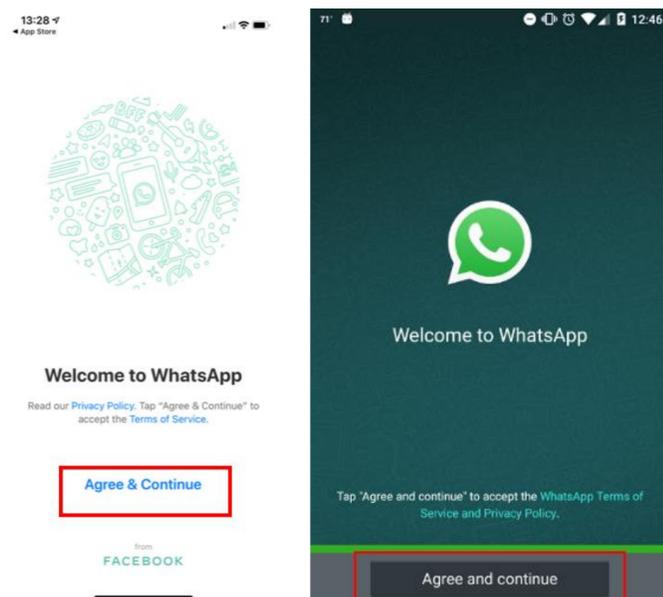
STEP 5: The app will start downloading



STEP 6: When the app has finished downloading the 'OPEN' button will appear.

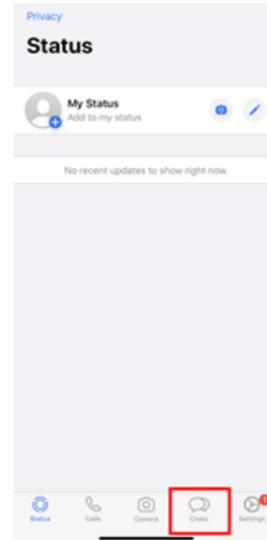


STEP 7: Open the app and click 'Agree and continue'. This will send you to the next page where you can enter your phone number and begin to use the app.



### HOW TO ADD CONTACTS THROUGH WHATSAPP?

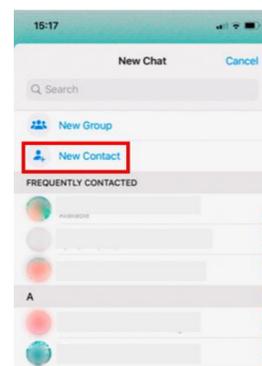
STEP 1: Click 'Chats' at the bottom of your screen



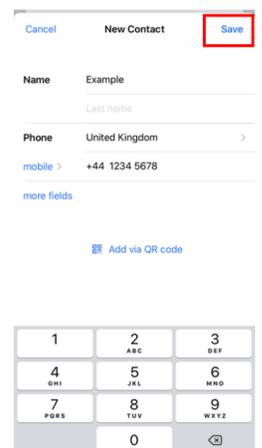
STEP 2: Press the 'new chat' icon in the top right



STEP 3: Click the 'New Contact' button



STEP 4: Fill out the details of your new contact and then click save



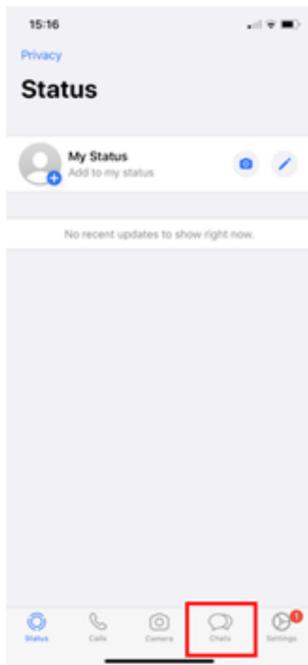
The contact should appear in your address book ready for you to ring/message them.

# How to WhatsApp?

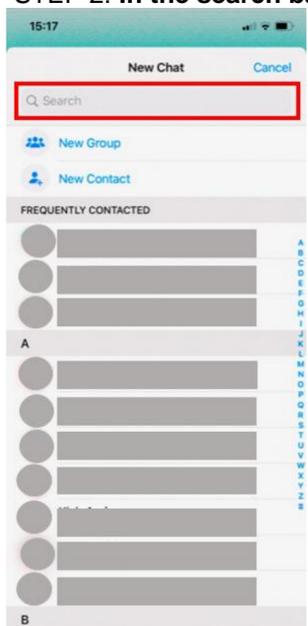
## A Guide for Beginners

### HOW TO MESSAGE/TEXT?

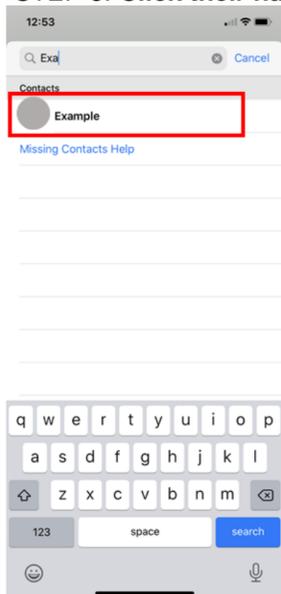
STEP 1: Click 'Chats' at the bottom of your screen



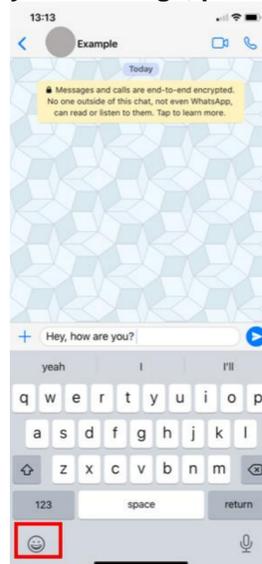
STEP 2: In the search bar type the name of the person you are contacting



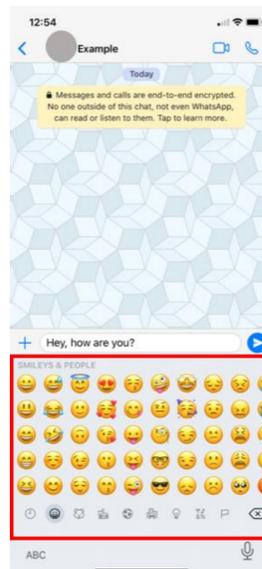
STEP 3: Click their name when it appears



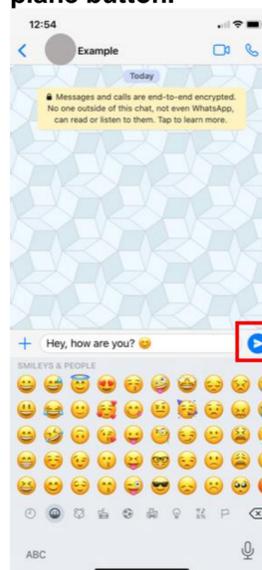
STEP 4: Type out your message on the keyboard. To include an emoji in your message, press the smiley face in the bottom left corner of the screen.



You can scroll through to find an emoji you are looking for and press it when you are ready (to delete the emoji just press the backspace button in the bottom left).



STEP 5: When you are ready to send your message press the blue paper plane button.



A single grey tick means your message was successfully sent



Two grey ticks means your message was successfully delivered to your recipient's phone.



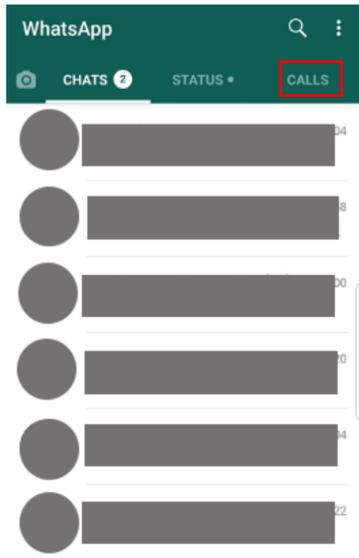
Two blue ticks means the recipient has read your message.



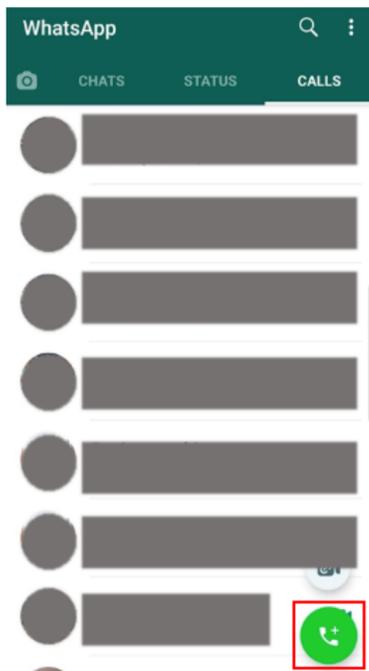
# How to WhatsApp? A Guide for Beginners

## HOW TO CALL/VIDEO CALL?

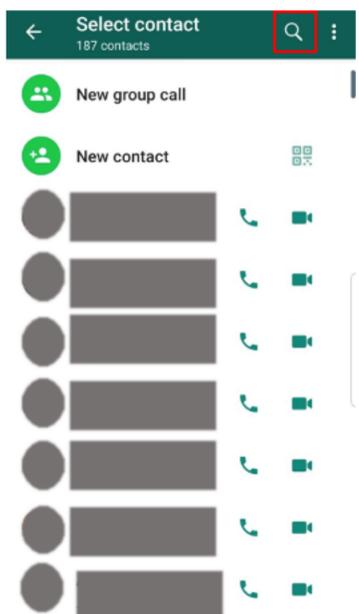
STEP 1: Open WhatsApp and click on the 'Calls' tab.



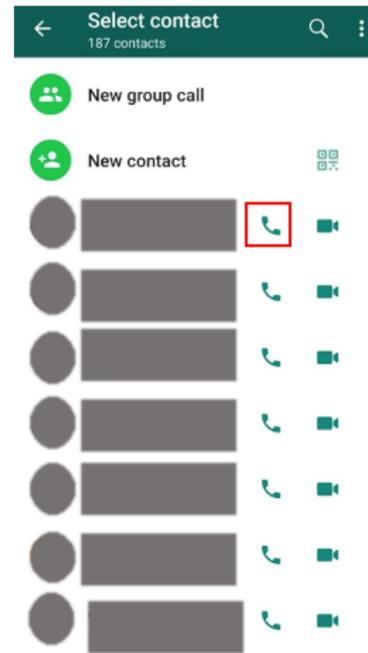
STEP 2: Click on the call icon in the bottom right hand corner.



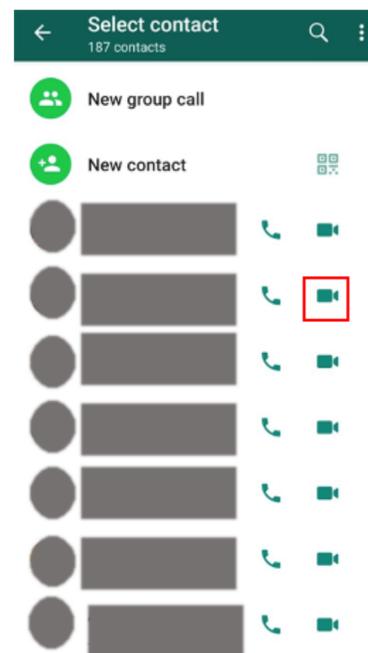
STEP 3: This will show you all your contacts - either search for the contact you want to call by clicking on the search icon or scroll until you find their name.



STEP 4: You can voice call them by clicking on the phone icon next to the person's name.



Or you can video call them by clicking on the video icon next to the person's name.



STEP 5: You can mute yourself by clicking on the speakerphone button (and unmute by clicking the same button: muted = , not muted = ).

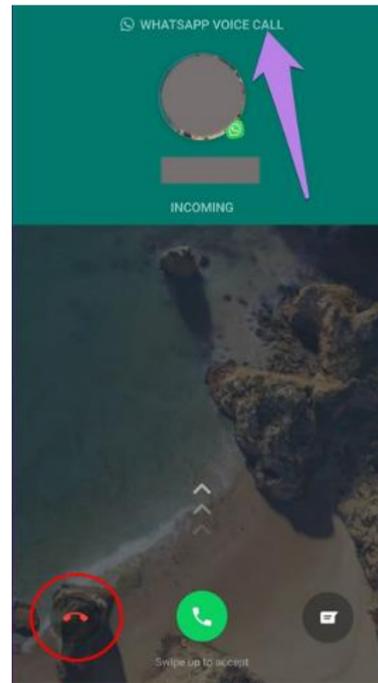


# How to WhatsApp? A Guide for Beginners

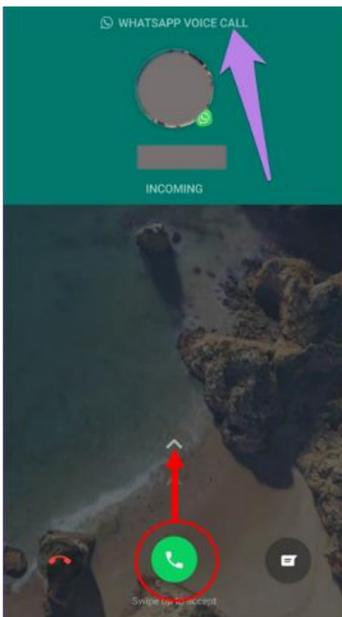
STEP 6: To disconnect the call, click on the red button.



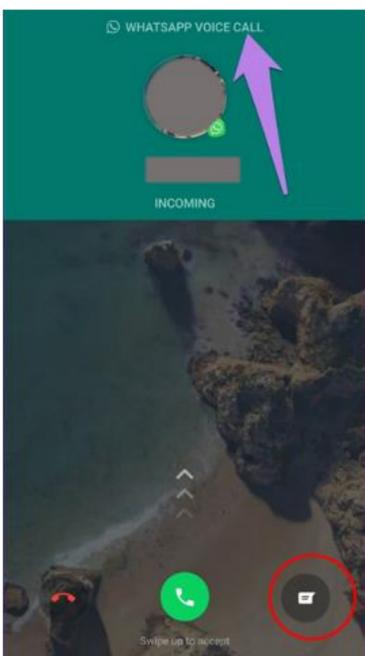
STEP 9: To disconnect the call click on the red button.



STEP 7: To accept an incoming call click on the green button then swipe up.



STEP 8: To send a message to the person calling you click on the chats button then send the message (refer to how to message/ text).



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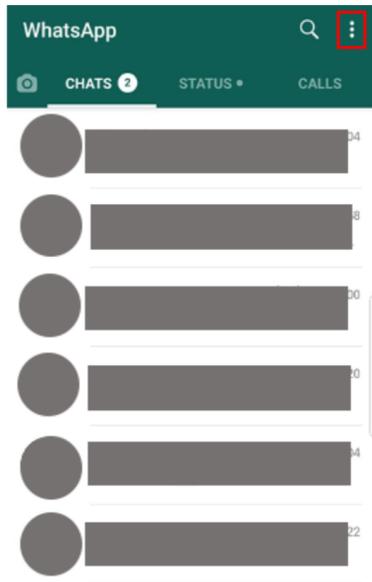
S. Basetti, S. Bukhari, K. Chhatwal, C. Cutinha,  
A. Dayanamby, S. Gupta, G. Iacona, A. Israni, C. Oldfield,  
M. Panthula, R. Kurian Thomas, X. Ye, N. Zaman

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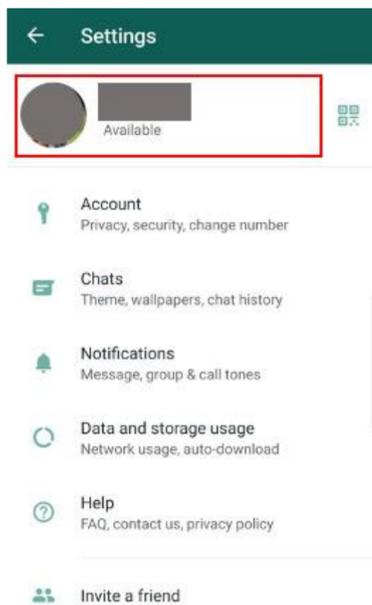
## A Guide for Beginners

### HOW TO SET UP A PROFILE?

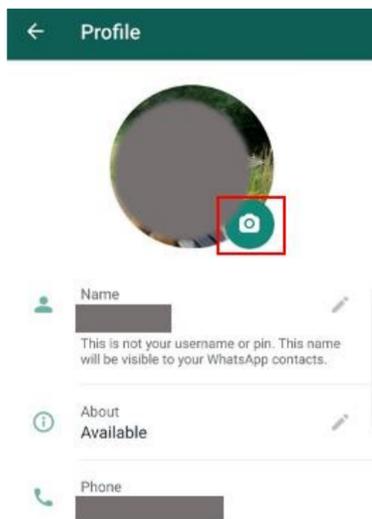
STEP 1: Open WhatsApp and click on the more options button on the right hand side of the screen.



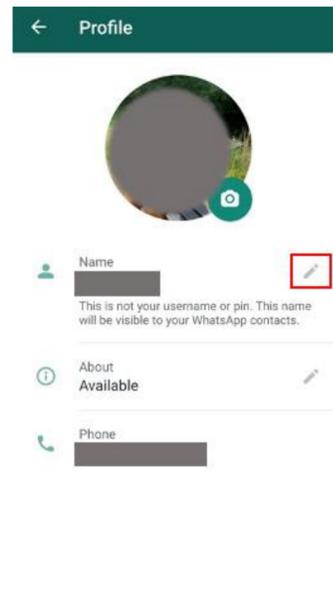
STEP 2: Click on settings then profile option.



STEP 3: Click on the camera icon to either take a picture using your phone's camera or select a photo by clicking the gallery option.

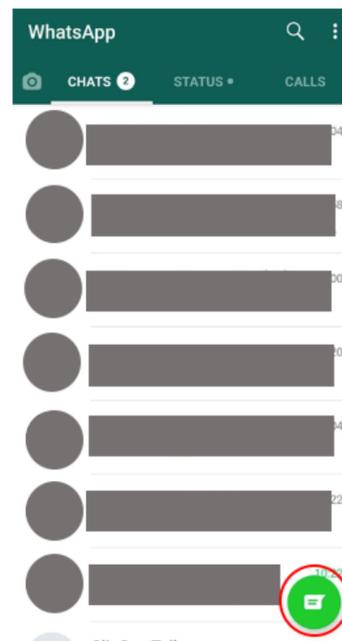


STEP 4: Click on the pen to change your display name.

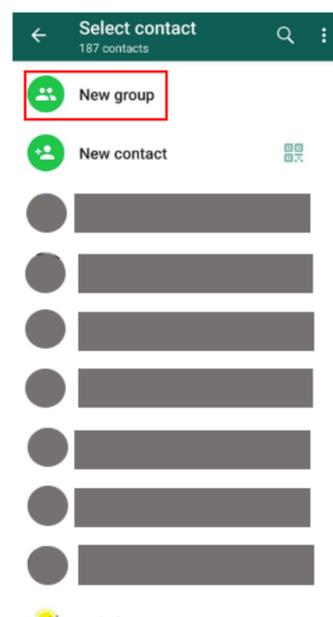


### HOW TO CREATE A GROUP?

STEP 1: Go to the chats tab in WhatsApp and click on the green chat button.



STEP 2: Click 'New Group'.



# How to WhatsApp?

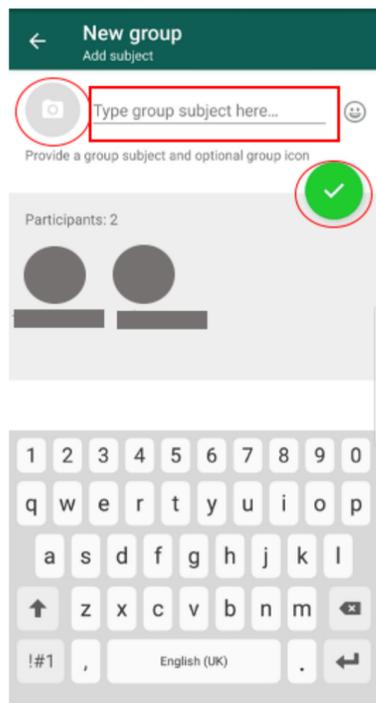
## A Guide for Beginners

STEP 3: Search for or select the contacts to add to the group, then click 'Next'.

Enter a group subject - this is the group name, which all the participants will see

You can add a group picture by clicking on the camera icon, where you can choose to take a photo or choose a photo from gallery

Click the tick icon once you are finished.



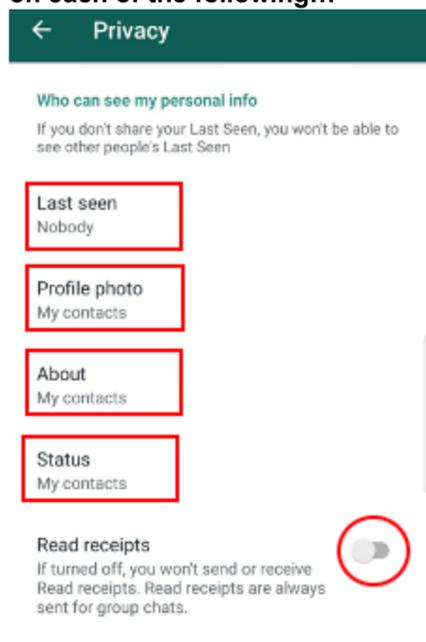
## HOW TO CHANGE PRIVACY SETTINGS?

STEP 1: Open WhatsApp

STEP 2: Click more options button on the righthand side of the screen

STEP 3: Clicking on settings → click Account → click on privacy

STEP 4: Here you can change when someone can see the last time you have been on WhatsApp, who can view your photo, who can view your status, and if someone can see if you have read the message, by clicking on each of the following...



NOTE: to turn on if someone can view when you have read the message press the button circled

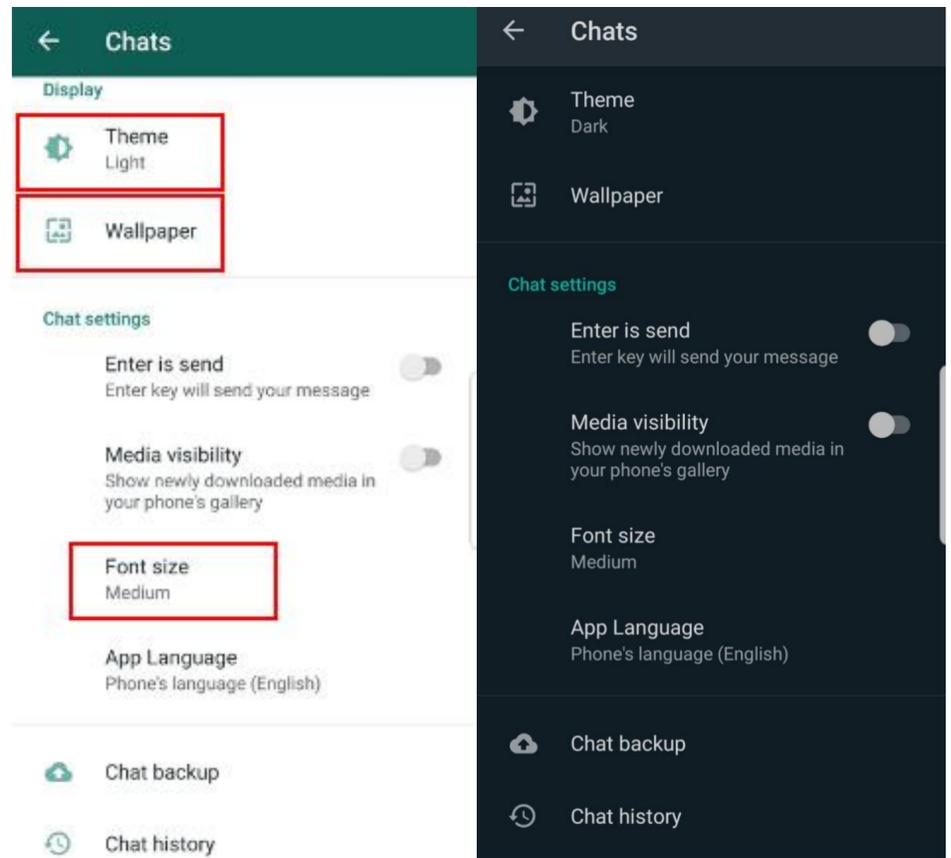
## HOW TO CHANGE HOW YOUR WHATSAPP LOOKS LIKE?

STEP 1: Open WhatsApp

STEP 2: Click more options button on the righthand side of the screen

STEP 3: Clicking on settings → click chats

STEP 4a: If you click on themes, you can change the screen into light and dark mode (see below)



STEP 4b: If you click on wallpaper, you can change the background of your chats

STEP 4c: If you click on font size, you can adjust the size of your text to small, medium or large

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## HOW TO CHANGE NOTIFICATION SETTINGS?

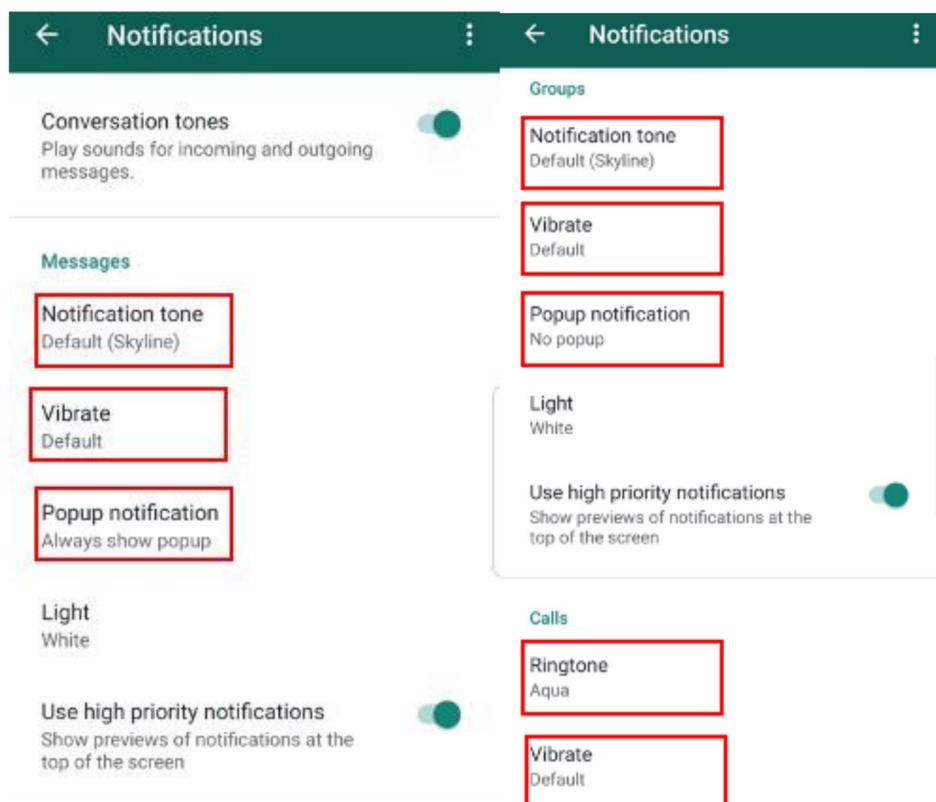
STEP 1: Open WhatsApp

STEP 2: Click more options button on the righthand side of the screen

STEP 3: Clicking on settings → click Notifications

STEP 4: Here you can change whether your phone

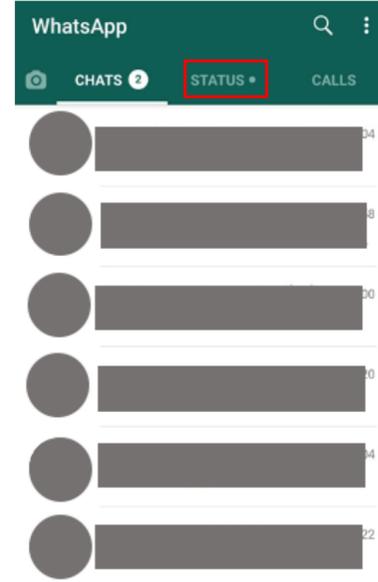
- A. Makes a noise when you get a message from an individual person by clicking on notification tone (you can choose which noise you want by going through the different options)
- B. Vibrates when you get a message from an individual person by clicking on vibrates
- C. You get a notification on your screen from an individual person by clicking popup notification
- D. The above applies to messages from groups under the groups section
- E. Makes a noise when you get a call by clicking on ringtone (you can choose which noise you want by going through the different options)
- F. Vibrates when you get a call by clicking vibrates under the calls section



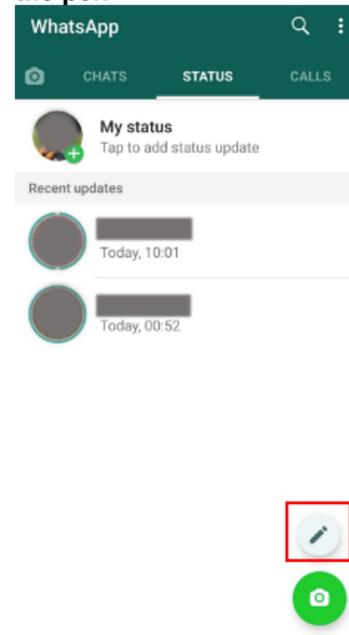
## HOW TO MAKE/VIEW STATUSES?

STEP 1: Open WhatsApp

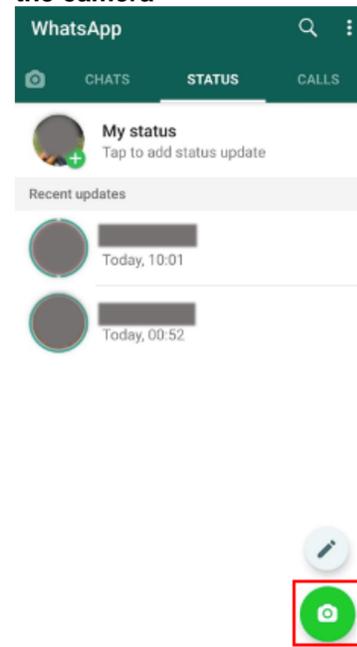
STEP 2: Click on the status tab



STEP 3: If you want to write something for all your contacts to see, click on the pen



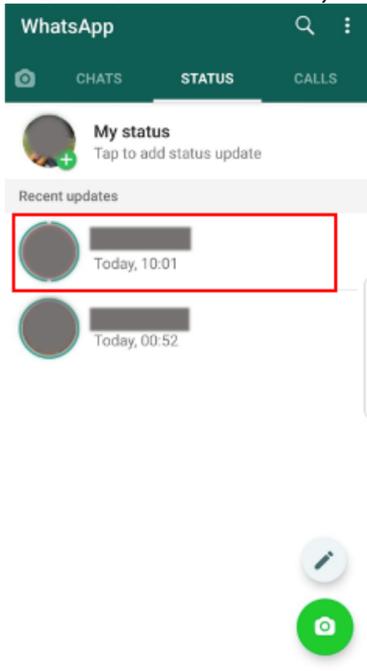
STEP 4: If you want to show a picture for all your contacts to see, click on the camera



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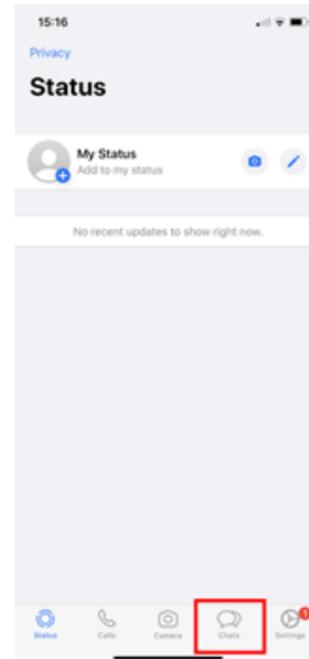
STEP 5: To view statuses, click on the person under recent updates



HOW TO SEND DOCUMENTS/PHOTO/LOCATION?

STEP 1: Open WhatsApp

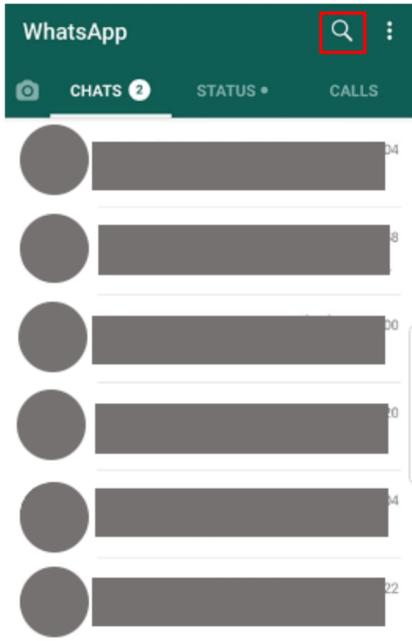
STEP 2: Click on chats



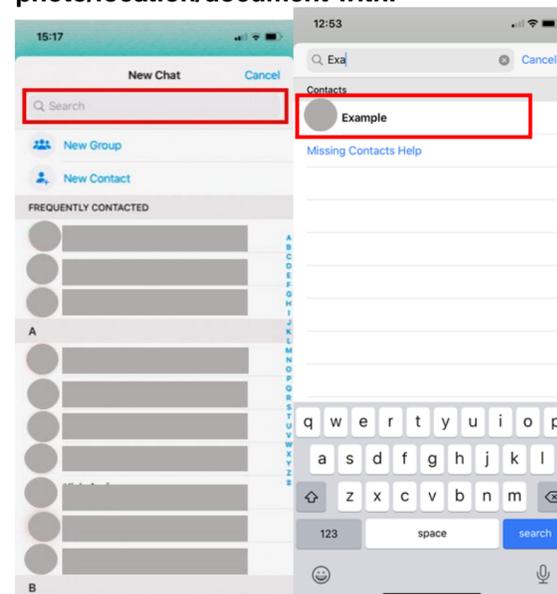
HOW TO SEARCH FOR SPECIFIC MESSAGES?

STEP 1: Open WhatsApp

STEP 2: Click on the search icon

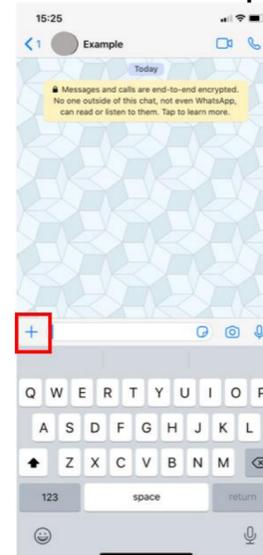


STEP 3: Find the person/group you would like to share your photo/location/document with.



STEP 3: Type what you are looking for, i.e. a specific word like appointment - all messages with that word should come up

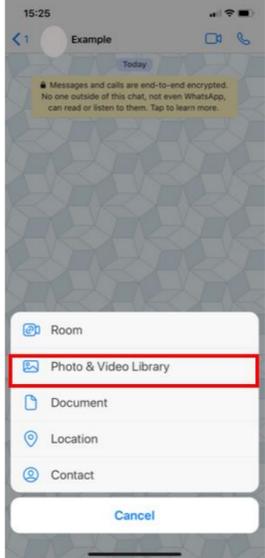
STEP 4: Press the plus sign on the right of the message box.



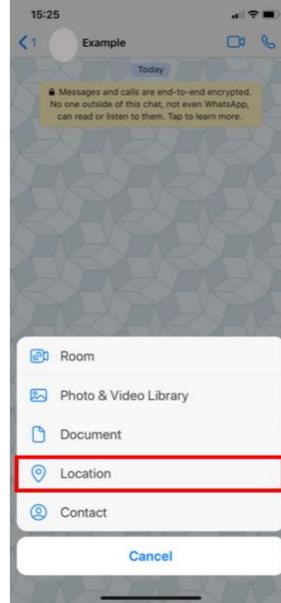
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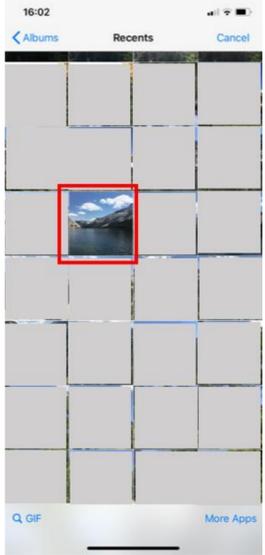
STEP 5: Select 'Photo & Video Library'.



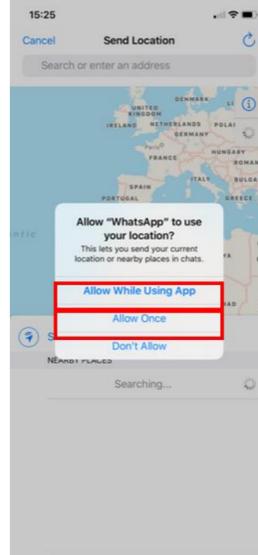
STEP 6.2: Select 'Location'.



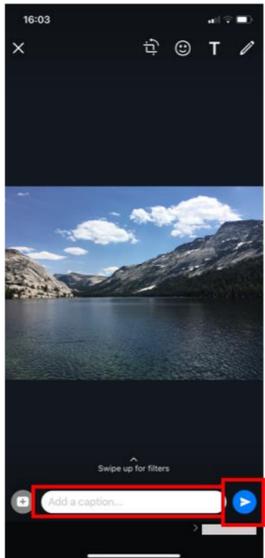
STEP 6.1: Accept the request by pressing the either 'OK' button and select the photo you would like to send.



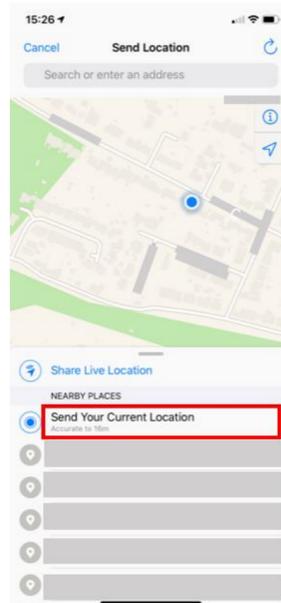
STEP 7.2: Select 'Allow While Using App' or 'Allow Once'.



STEP 7.1: You can add a caption if you wish and when you're ready to send the photo, press the blue paper plane button in the bottom right hand corner.



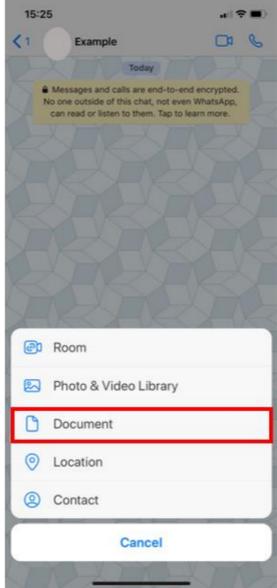
STEP 8.2: Select 'Send your current location'.



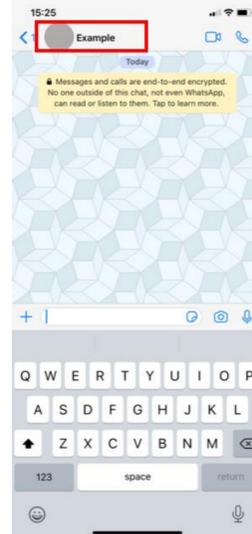
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STEP 6.3: Select 'Document'.



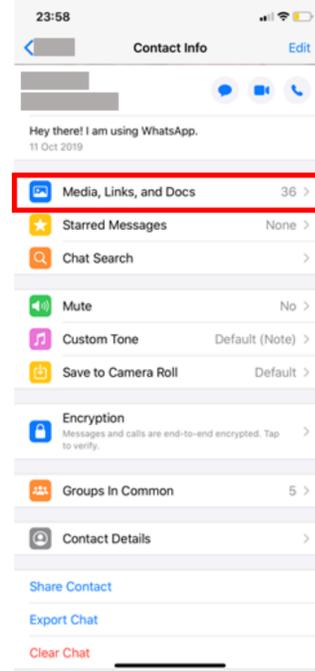
STEP 2: Click on the person's name/group chat name.



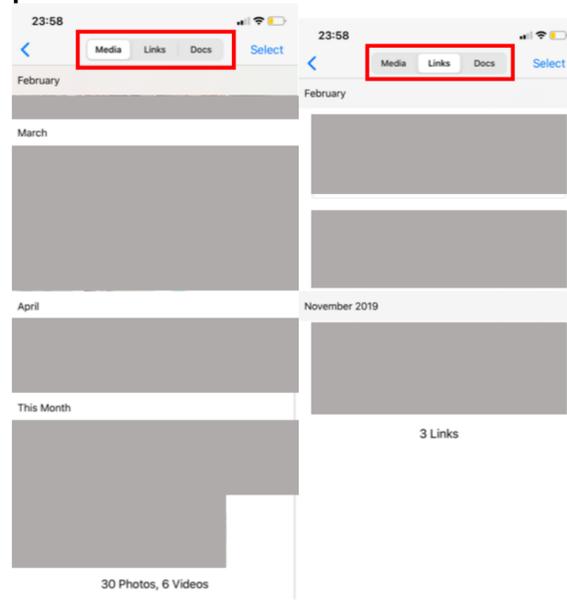
STEP 7.3: Search for the document you are looking for. Then select the document and press the blue paper plane button.



STEP 3: Click 'Media, Links, and Docs'.

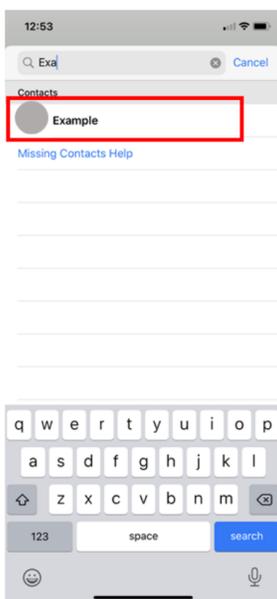


STEP 4: At the top of the screen you can click either Media, Links, or Docs to find what you are looking for. Scroll through to find the shared photo/link/doc.



### HOW TO VIEW PHOTOS/ OTHER SHARED MEDIA?

STEP 1: Find the chat/group where the photo, link or document was sent.



# ICSM Volunteers

S. Basetti, S. Bukhari, K. Chhatwal, C. Cutinha,  
A. Dayanamby, S. Gupta, G. Iacona, A. Israni, C. Oldfield,  
M. Panthula, R. Kurian Thomas, X. Ye, N. Zaman

**NHS**

West London

Clinical Commissioning Group

