Introduction to WhatsApp

WhatsApp

WhatsApp is a multi-functional communication tool for your mobile phone. It is another way to send messages without having to pay for SMS/texting. It uses the same internet data you use for email and web browsing – and it is available for iPhones, BlackBerrys, Android, Samsung, Windows and many other smart phones. As long as you and other people have WhatsApp, you can use it to exchange to text messages, pictures, videos, audio messages and phone calls.

Key Features:
1. Automatically detects people in your phone's address book who are using WhatsApp. You can also invite your contacts who are not using WhatsApp yet, and people who are not in your contact list.
2. Different ways to communicate – text message, picture, audio, video message, phone call.
3. Create teams for group chats.
4. Search by contact, keyword in a conversation, group and even a phone number.
5. You can back up your message history to your phone's internal memory storage or even Google drive if you have that.
6. Free to create an account.

Installation and Activation
1. Install WhatsApp Messenger on to your phone from the AppStore or Playstore on your phone.
2. When you open it you will be notified of what parts of your phone WhatsApp might need to access
3. Create a WhatsApp account: agree to terms of service, verify your phone number, pick a user name and profile picture (optional), wait for it to set up an account and continue

How to add or invite a contact
Your contacts in your phone list will automatically be detected. To add you can simple go to your phone list and they will appear here OR
1. Tap Settings
2. Tap Tell a Friend
3. Tap either Mail, Message or More and a message will appear with the download link in it
4. Finish the message and send

How to Call or send messages to a contact on WhatsApp
1. Tap Chats at the bottom
2. Tap in the Search box at the top
3. Type in the Contacts name, then tap the contact when it appears
4. Type in the message box
5. Note – here is where you can also tap
   a. Video at the top to record a video
   b. Phone at the top right to make a phone call
   c. Camera to the right of the message box to either take a picture or choose one from your photo gallery on your phone (tap X if you need to return or retake the picture)
   d. The microphone to the right of the camera to send an audio message
   e. The Plus to the left of the message box to send a document, your location (if your phone has GPS location services on) or even another contact's details
   f. When you have finished preparing your message, tap the blue circle with white airplane to the right of the message box to send the message
   g. Messages you send and receive will be in the screen. A checkmark will appear beside a message if your recipient has read it (and if Read Receipts is turned on)

How to delete a message within a Chat
1. Tap Chats at the bottom
2. Tap on the chat to open the messages with that contact
3. Tap and hold the message you want to delete
4. Tap the arrow to the right for more
5. Tap Delete

How to Delete a Chat with a contact
1. Tap Chats at the bottom
2. Tap Edit at the top
3. Tap in the circle next to the message to place a tick there
4. Tap Delete at the bottom right
5. Tap Delete one chat

How to Create a Group Call or send messages to a contact on WhatsApp
1. Tap Chats at the bottom
2. Tap New Group at the top
3. Tap on the participants you want to add, then tap next
4. Type in a group name, then tap on create
5. A message will appear, type in your message and send

Other things to consider
1. Make a call with the Phone icon
2. Check your call history and missed calls with the Phone icon
3. Check your privacy settings via settings and account
4. Change your picture or status via status
5. Wallpaper colour via settings and then chats
6. Backup your chats via settings, chats and chat backup

E: enquiries@stayintouch.net.au | P: 03 9596 4547
PO BOX 8100, North Road LPO, 609 Hawthorn Road, Brighton East VIC 3187

2