

Using WhatsApp on your mobile phone

What is WhatsApp?

WhatsApp is a popular free communication App that can be installed on Android and IOS (Apple) phones. It allows users to send text messages and voice messages, make voice and video calls, and share images, documents, user locations, and other media. The service requires users to provide a mobile number when registering with the service. WhatsApp is currently owned by Facebook. It is similar to Messenger (previously part of Facebook), Skype, Viber and Facetime (owned by Apple.)

Benefits

If you are using your phone at home and it is connected to your WiFi there are no additional charges for messages containing images or GIFs (usually small snippets of video). You can also call a friend or family member who has WhatsApp anywhere in the world at no extra cost.

WhatsApp makes it easy to create groups so that you can text everyone at once and everyone involved in the group receives all of the replies.

You can also make video calls where you can see the person you have phoned and they can see you. (You both have to give permission for the video each time you make and receive a call).

Drawbacks

Both you and the person you are contacting must have WhatsApp installed on your phone.

If you are not using WiFi it can eat into any data allowances included in your mobile phone contract. If your phone is pay as you go, or if you have exceeded the data allowance included in your contract, it can be expensive.

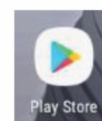
Installing WhatsApp on your phone

Search for the app in the relevant store

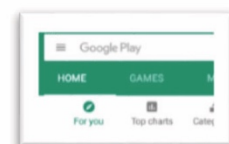
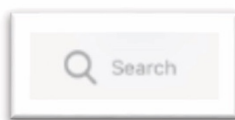
iPad



Android device



Tap on search (usually a magnifying glass)



Type in "Whatsapp"

Tap Get or Install (depending on your device)



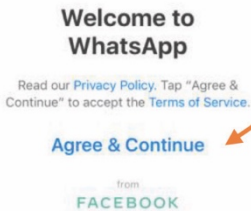
You may be asked to enter your App store or Play store password depending on how you have your mobile phone set up.

The following examples are taken from an iPhone but icons within the App should be similar if not the same.

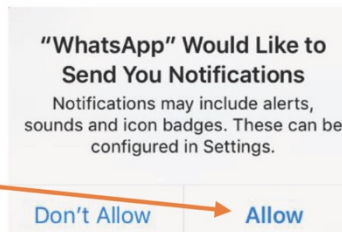


Before you can proceed you have to agree to the Terms of Service.

Tap on **Agree & Continue**



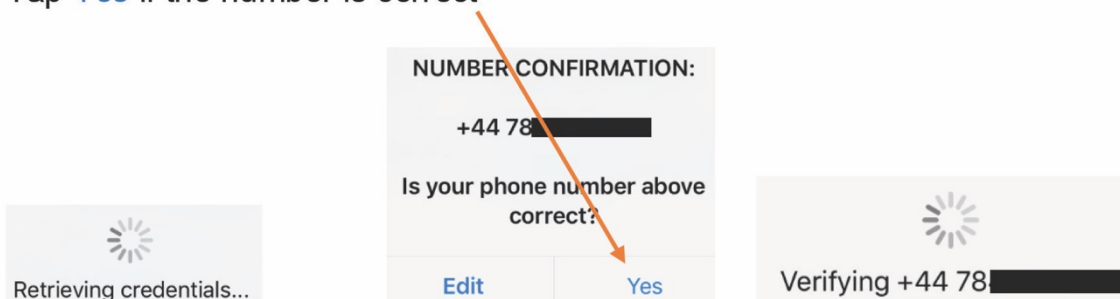
You will be asked if you would like Notifications. As Whatsapp is used for phonecalls and messages it may be a good idea to **Allow** them. You can change them later in Settings if you find it too intrusive.



You will then be asked to enter your telephone number. (This should be the number of the mobile device you are using).



Once you have entered your mobile number the App will check the information. Tap **Yes** if the number is correct



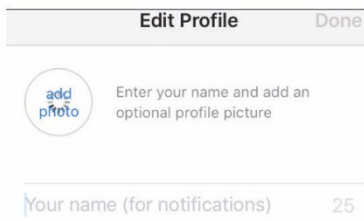
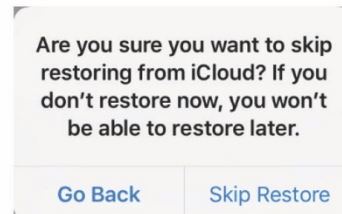
You will now be sent a text message containing a 6 digit code to your phone. This confirms that you are in possession of the phone belonging to the number and that you have permission to use WhatsApp with this number. Type in the 6 digit code. (If you realise you have accidentally typed the wrong mobile number you can tap on [Edit number](#) to change it.)



If you have already used Whatsapp with this number on a different phone you can restore any messages that have been saved. Otherwise tap [Skip](#).

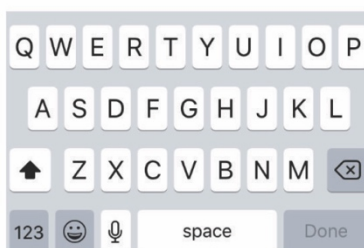


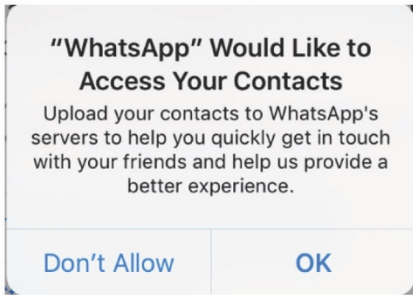
You will then be asked to confirm that you want to skip this step.



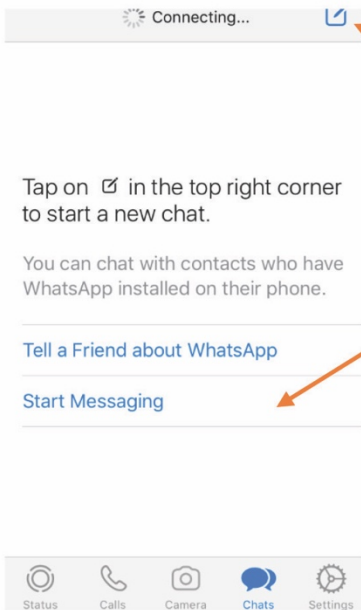
To finish setting up enter your name.


This is how you will appear to friends on WhatsApp. You can also add a photo now, or do it later.





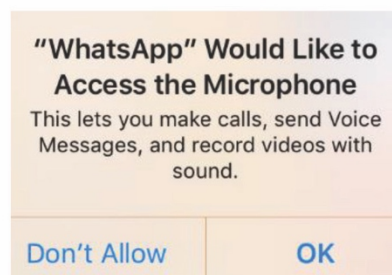
If you give WhatsApp access to **Your Contacts** it means you will not have to manually type everyone's contact details in. WhatsApp will also let you know which friends are already using WhatsApp. However, you may not want it to automatically transfer every number in your phone across; the decision is yours.



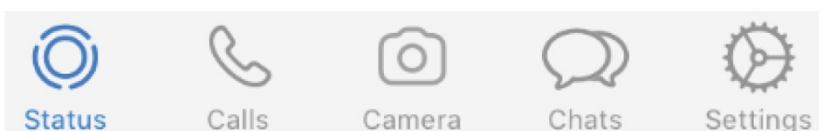
Tap on  or **Start Messaging** to send your first message. If you allowed access to your contacts all of your friends will be listed.

The **Tell a Friend about WhatsApp** is for friends who are not already in your phone book (contacts).

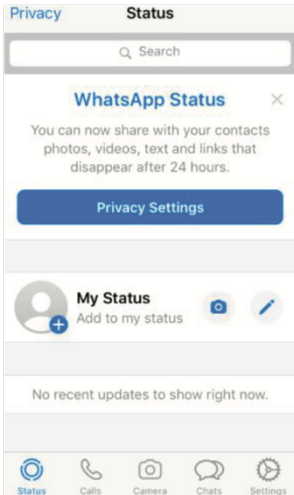
In order to use WhatsApp to its fullest you will be asked to give it permission to access your camera (so you can make video calls), your microphone, (so you can make phone calls) and your photos (so you can share photos with friends).



Move between the different options by tapping on the icons below. Blue denotes the section you are in. You normally would be in the Chats section.

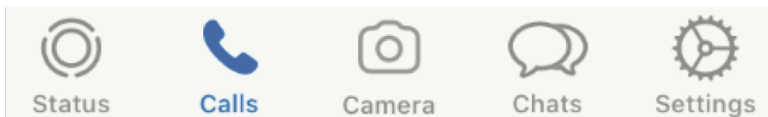


Status



Check your Privacy Settings, add a picture, or write a note to let everyone know what you are up to. (If you do not update your status it appears on other users phones as “Hey there! I am using WhatsApp.”)

Calls



In Calls you can see all of the calls incoming, outgoing and missed. If you just want to see the calls you have missed tap on the tab.

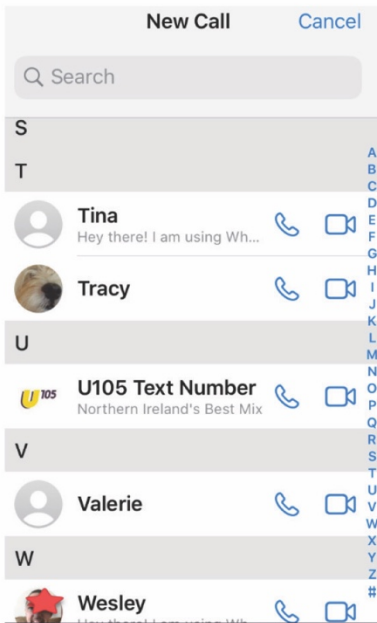
A video camera shows that it was a video call.




A telephone symbol shows that it was a voice call.



If you want to make a call tap on





When you tap on  you are taken to a list of all of your WhatsApp contacts. Tap on  for a voice call. Or tap on  for a video call.

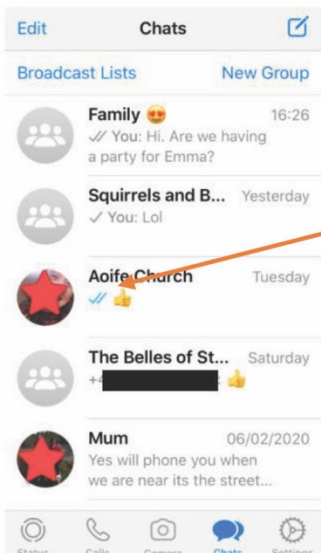
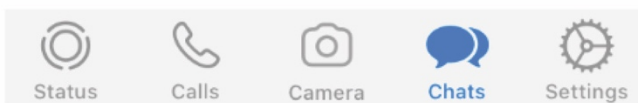
You can switch to a video call when making a voice call. The quality of your video/voice call will depend on your internet connection.

Camera



Tapping on the Camera will take you to your camera where you can take a photo and immediately send it onto your contacts.

Chats



Your most recent chats will appear here, with the most recent at the top. Chats may be from individuals, or you can set up “group” chats with multiple people receiving the same information at once.

Ticks beside a message let you know that the person receiving the message has seen it.

Tap on the name of the group or person you wish to message.

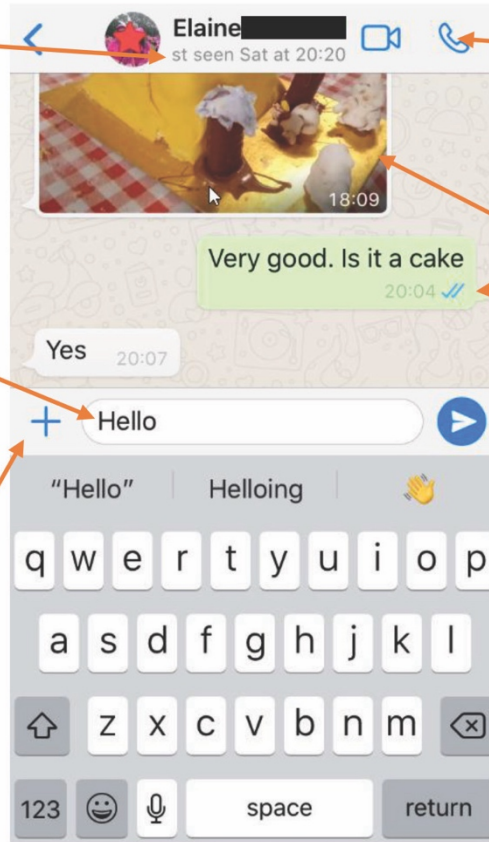
If you want to send a new message tap on  at the top of the page.

Once you have tapped on a contact's name you will see the last conversation you had.

You can see if the person is online at the moment. Otherwise it will tell you when they last checked their WhatsApp messages.

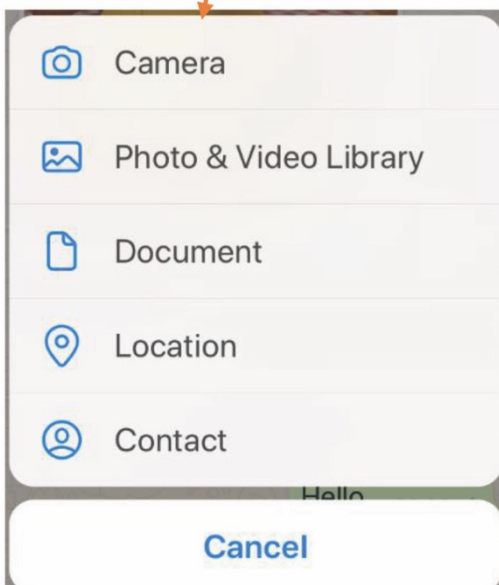
The keyboard does not appear until you tap in the space to indicate that you are ready to type your message.

Tap on the blue plus sign for more options



You can switch to making a voice or video call to your contact from this page.

There may be images as well as text. The time the message was sent appears and ticks let you know that the person has seen the message.



Tap on **Camera** to take a photo that will be sent to your contact. (You will be given the option to approve the photo or retake it before it sends.)

Tap on **Photo & Video Library** to send a photo/video already saved on your phone. You can also access options like GIFs (moving images).

Tap on **Document** to send a document.

Tap on **Location** to send your location including a map. (NB your location services must be on).

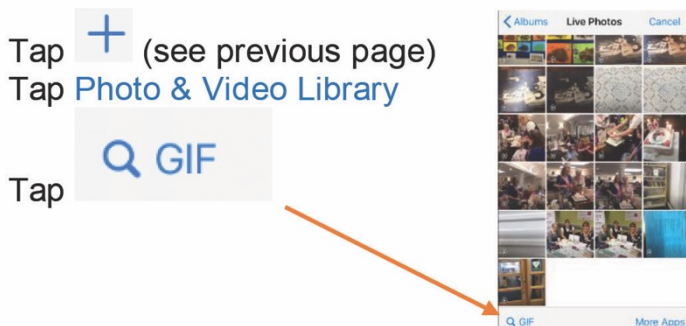
Tap **Contact** to send a contact's details. (You will see all of the details that will be sent before forwarding).

Tap **Cancel** if you change your mind and want to return to typing a message.

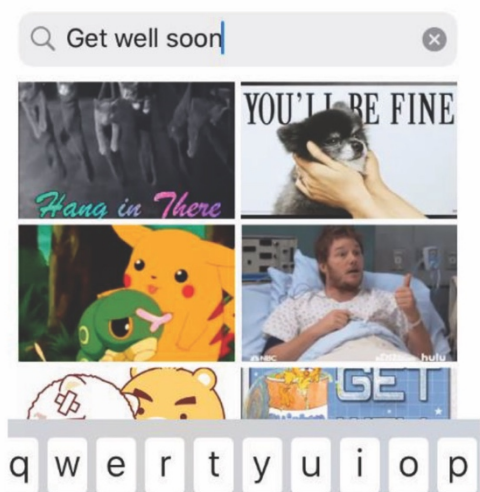
Adding a GIF

GIF stands for graphics interchange format (it is usually a short animation on a loop), and can liven up a conversation. They are often used in WhatsApp or Messenger as there is no additional charge if sent when connected to WiFi.

To add a GIF



Type in an emotion to express how you are feeling, or a keyword that relates to the message you want to send. You will see lots of options.



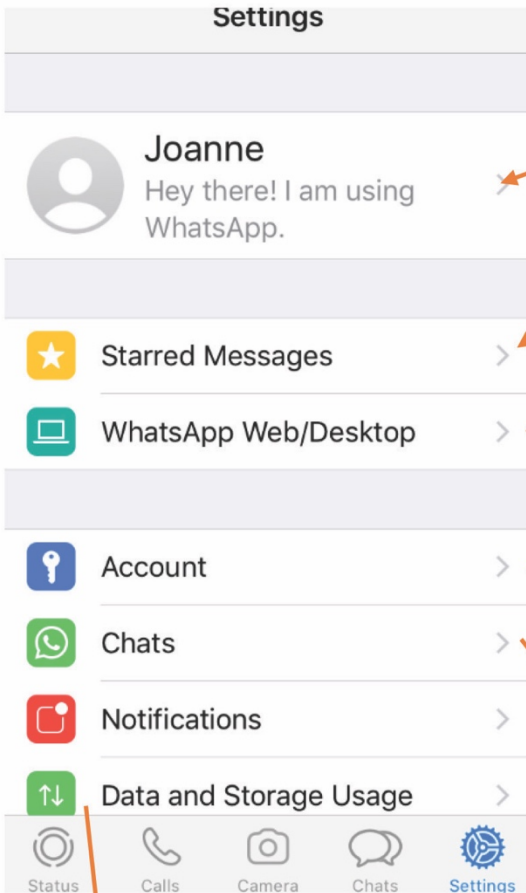
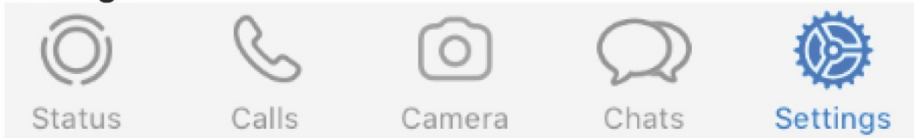
You can edit the GIF or add a caption.

Tap on the white arrow in the blue circle when you are ready to send.



Your GIF will appear in the messages. If there is animation, it will play once. If you want it to play again tap the centre of the image.

Settings

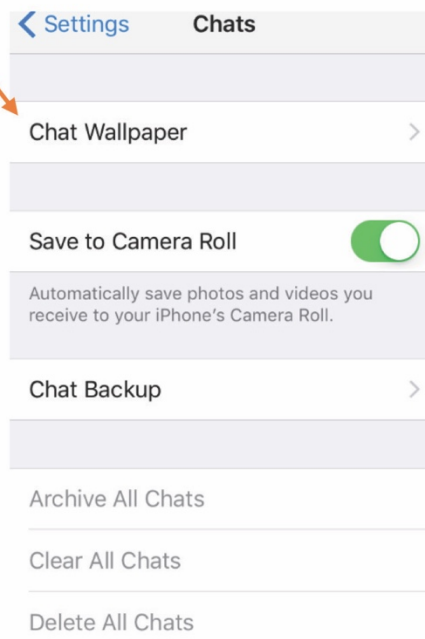


You can change the message that appears under your name here.

Starred Messages will group together any messages that you have marked with a star. (Similar to favourites in photos).

WhatsApp Web/Desktop lets you view your messages on a desktop but must be used with your phone.

Account gives you access to your Privacy settings. You can also set up two-step verification here or delete your account.



You can change the background colour here.

If **Save to Camera Roll** is on (green), any photos or images sent by contacts to you will be saved in Camera Roll.

You can also carry out “bulk” actions here. E.g. archive, clear, or delete **ALL** chats.



In **Data and Storage Usage** you can control how much data you use by restricting access to Photos, Audio, Videos and Documents so that they are only downloaded when you are connected to the WiFi.

You can also turn on Low Data Usage to control the amount of data you use.