

# Using WhatsApp: a quick guide



**WhatsApp is an app you can use on your smartphone or tablet.**



**It can be a useful way to stay in touch with people if you can't see them face-to-face.**



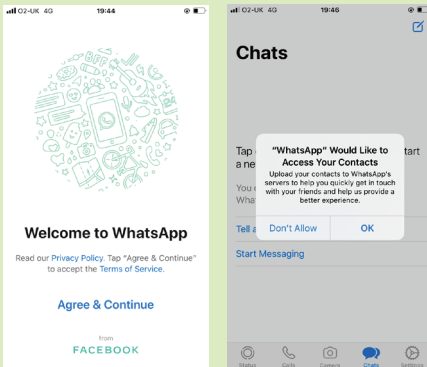
**You can have message conversations with one person or with a group of people.**



**You can also use WhatsApp to have a phone call with a person or a group.**

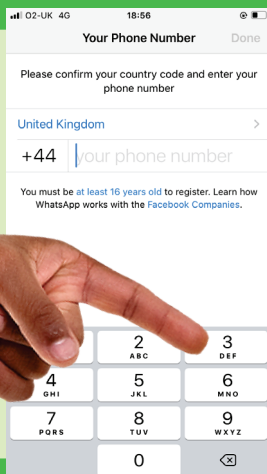


To use WhatsApp you need to download it from the app store on your phone or tablet.



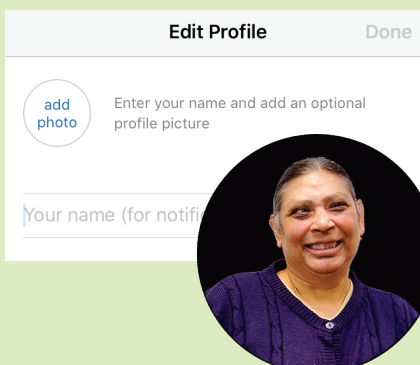
You'll get asked some questions, about WhatsApp using your contacts and sending you notifications.

You should say 'Agree' or 'OK' to all the questions.

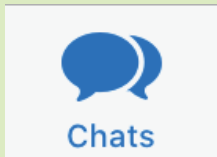


To set up your account, type your number in the box.

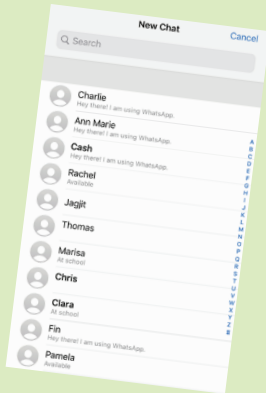
It will send you a code and you'll need to type it in.



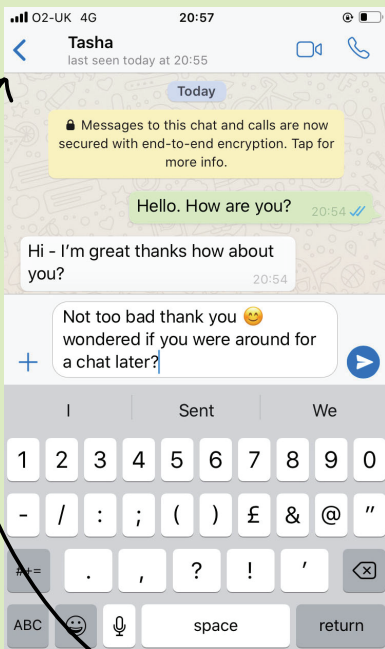
You need type in your name for other people to see. You can also add a picture of yourself if you want to.



To start a message conversation, tap on the 'Chats' icon.



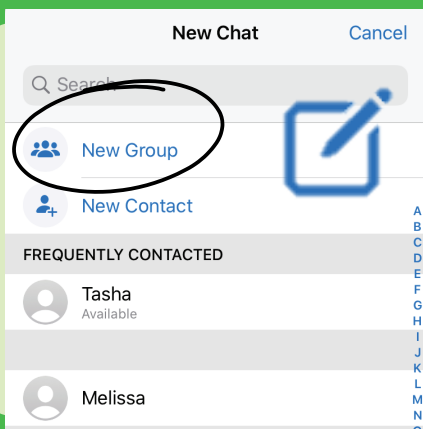
Then tap on the 'New Chat' icon, then you can scroll down your contacts and choose who you want to send a message to.



A new conversation will open and you can type your message in the box.

Tap the blue arrow to send.

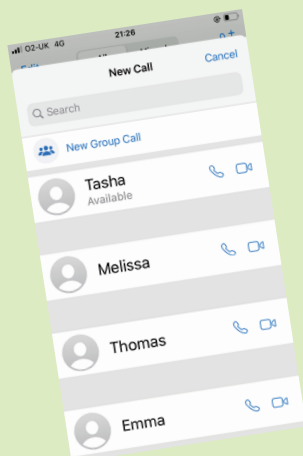
To get back to the 'Chats' tab, tap the blue arrow.



To start a group message, tap the 'New Chat' icon again, then select 'New Group'.



To call someone up, tap the 'Calls' icon.



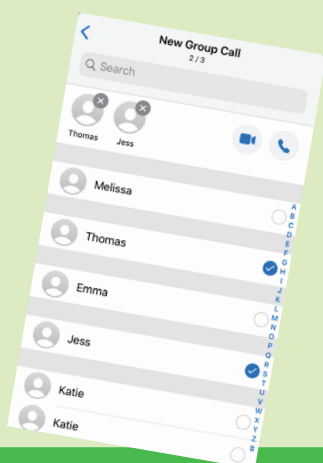
Then tap on the person's name from the list that comes up.



If you've not called someone from WhatsApp before, you'll need to tap the 'New Call' icon and choose the person's name from your list of contacts.



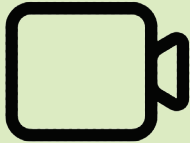
If you want to call a group of people at the same time, tap the 'New Call' icon, then choose 'New Group Call'.



Then you can choose who you want to be in the call by tapping their name (they will get a blue tick by their name).



When you've finished choosing who you want in the call, you can decide to video call them or just have a phone call using voices.



Choose the video icon for a video call.



Choose the phone icon if you want to have a voice only call.



Only share your phone number with people you know and trust.

For more info on staying safe online, read this easy read:

<https://tinyurl.com/Stay-Safe>



For more help using WhatsApp you can visit their help website:

<https://faq.whatsapp.com/>