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Social Media Guide – How to use WhatsApp

easy read

What you can use WhatsApp for

Instant messaging. This is where you can send text messages to people.

Sending voice messages.

Making a voice call.

Making a video call.

Sending photos, videos and files to your friends and family.

How to install WhatsApp

You can find WhatsApp in the Play Store or App Store on your smartphone.

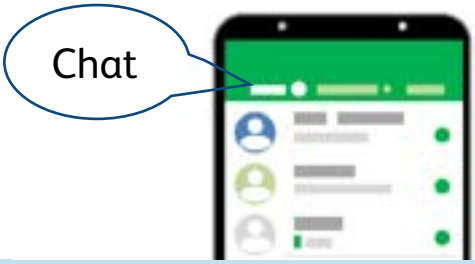
You can read our Social Media Guide - how to install WhatsApp on an Android smartphone.

How to find your friends and family on WhatsApp

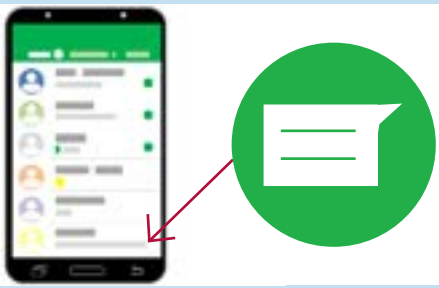
You need to add your friends and family to WhatsApp so you can use the app with them.

1. Make sure you have saved your friend's phone number in your smartphone's address book. They also need to be using WhatsApp.

2. WhatsApp will need to have access to your smartphone contacts. This can be changed in the settings on your smartphone.



3. Now open WhatsApp and select the 'Chats' tab.



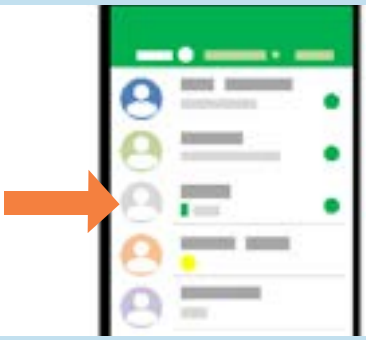
4. Now select the "New Chat" icon at the lower right corner of the screen.

5. You will see all of your smartphone's contacts who are also using WhatsApp.

How to add new contact to Whatsapp

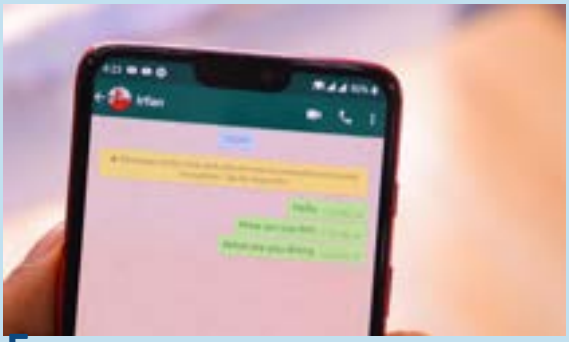
If your contacts use WhatsApp they will appear in a list.

1. Open WhatsApp and select “New Chat.” A list of contacts from your smartphone that use WhatsApp appears.



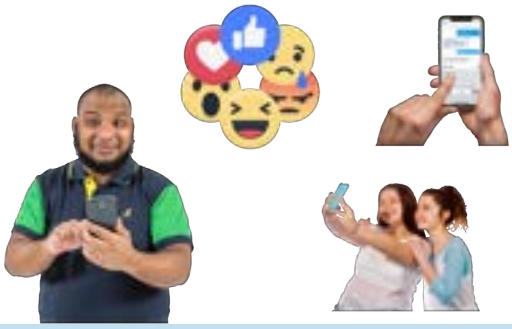
2. Choose the contact you want to send a message to, then tap on their name or profile icon to start a conversation.

3. Write your message and click send.



4. Wait for their reply. They might not reply if they busy.

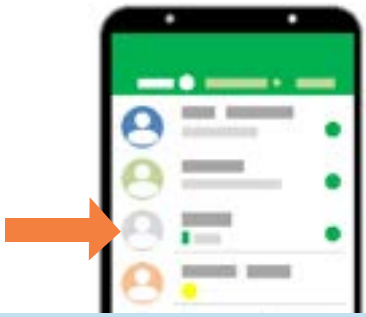
How to use instant messaging



You can use instant messaging to send text messages, **emojis**, and photos, videos and files to your friends and family.

Emojis are pictures you can use to show how you are feeling or your reaction to a message.

Tap the New Chat icon. It's the icon at the bottom right corner of the screen.



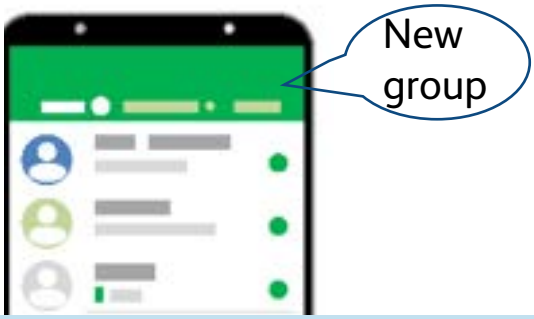
Select a contact. This creates a new message to the selected contact.

- If the person you want to message is not in your contact list, tap New Contact to add them now.

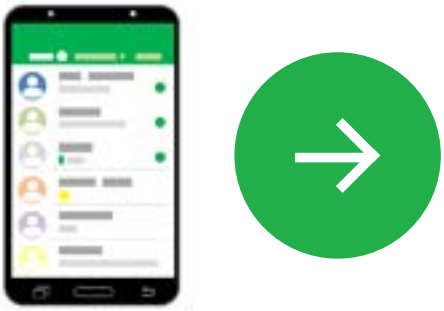
- To send a message to more than one person, tap New Group at the top of the Chats screen and type in who you want the message to go to.

How to create or join a group chat

A group chat is where you can send messages to lots of people at the same time. You can have groups with different people in them like one for friends or one for your family.



1. Open WhatsApp > tap More options > New group. Or, tap New chat > New group.



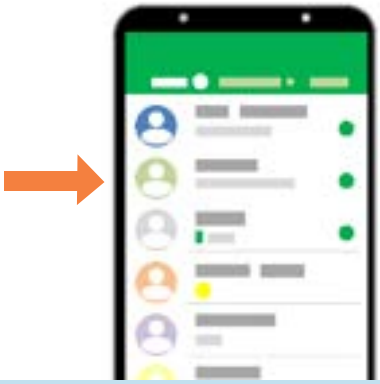
2. Search for or select contacts to add to the group. Then, tap the green arrow icon.

3. You can choose what to call the group. Write this in the group name box.

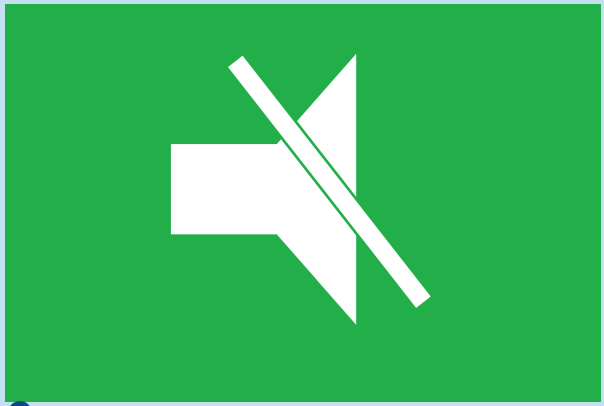
4. Tap the green check mark icon when you are finished.

How to mute group notifications

You can **mute** a group chat if it is too annoying. **Mute** means that you will not get alerts when there are messages sent to the group. You will only see the messages if you click on the group chat.



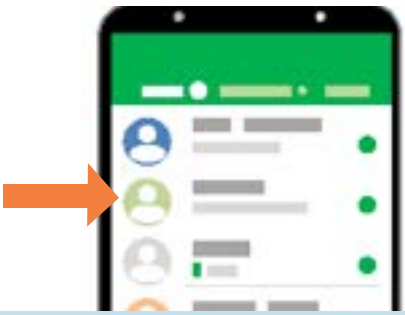
1. Tap and hold on the name of the WhatsApp group you want to **mute**.



2. Click on the **mute** icon at the top of the screen.

How to record a voice message

A voice message is where you can send a message of you speaking to your friends or family.



1. Open an individual or group chat.

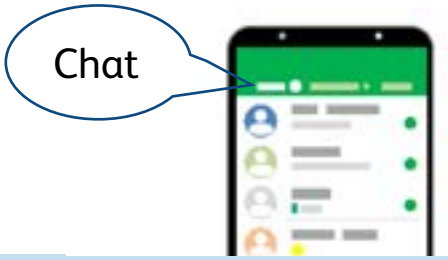
2. Tap and hold the microphone and start speaking.

3. Slide your finger up on the screen to lock hands-free recording.

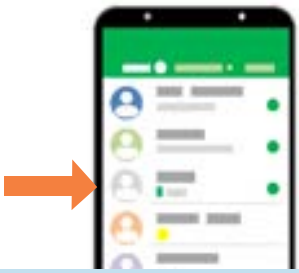
4. Once finished, tap Send to send the message.

How to make a video call

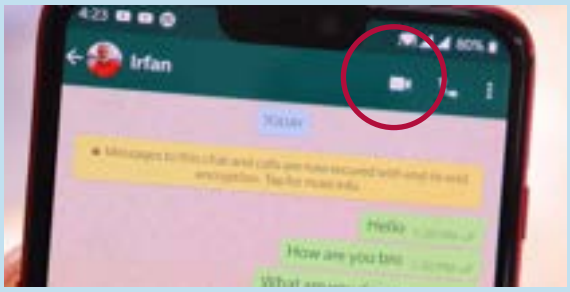
The video call will use the camera on your smartphone.



1. Tap the Chats tab.



2. In the list of chat messages, tap the chat you want to video call.



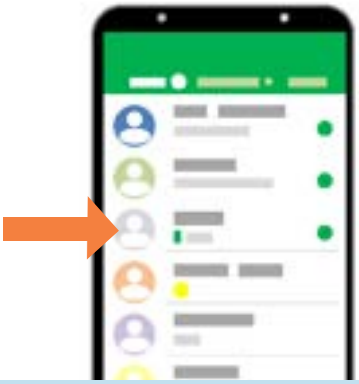
3. Tap the Video call button at the top of the screen. The call will start.

4. A message will appear asking if it is ok if WhatsApp uses your camera. You need to say yes to this to do a video call. The call will start.

5. After the call starts, you can add more people to the video call (up to eight, including yourself).

How to do a voice call

You can use voice calls in WhatsApp to make phone calls to your friends and family in your WhatsApp contacts list.



1 Tap the contact you want to call from either your Contacts or Favourites.

2. When choosing from Favourites, tap Call at the top of the chat screen and a voice call will begin.

3. When choosing from Contacts, tap the phone icon on the right side and a voice call will begin.

How to send photos, videos and files

You can use WhatsApp to share photos, videos and files that are saved on your smartphone with your friends and family.

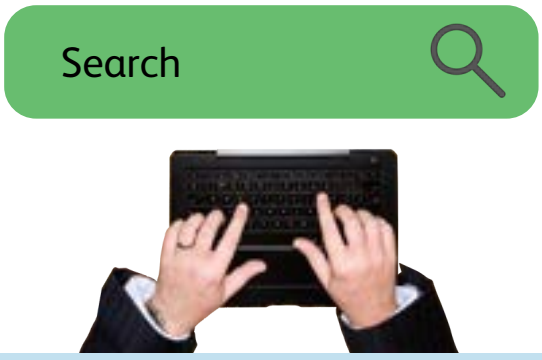
When you are writing a message in WhatsApp you need to click on the attach symbol and choose what you want to send in the message.

If you click on **document** you can choose a file that is already on your phone. Select the file you want and it will be sent in the message.

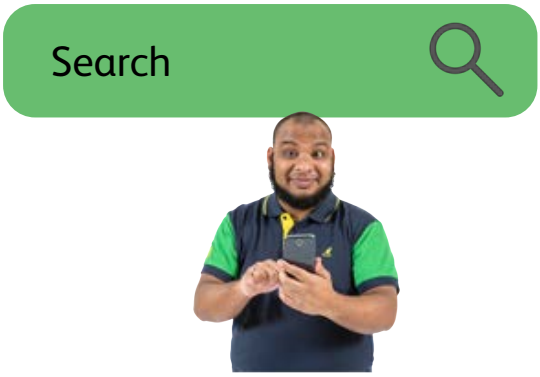
If you click on **gallery** you can choose a photo or video on your phone to send. Click on the photo or video you want and it will be sent in the message.

How to search for a specific message

2. From the Chats tab, swipe down to show the Search bar.



3. Type the word you are looking for in the Search field.



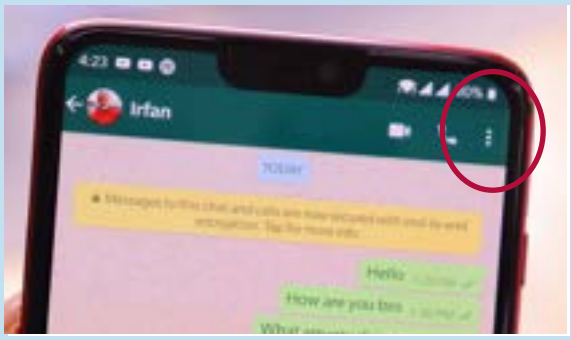
4. Tap a result to open that message in the chat.

How to use WhatsApp on your computer, laptop or tablet

You can use WhatsApp on your computer, laptop or tablet. To do this you need to link the WhatsApp account on your smartphone with a computer, laptop or tablet.

1. Go to this web link on your computer, laptop or tablet

   https://web.whatsapp.com/



2. Open WhatsApp on your smartphone and click on the three dots at the top right of your screen and select ‘Linked devices’ then click Link a Device.

3. Your smartphone then opens a camera. You need to point this at the **QR code** on the website.

   A **QR code** is a barcode picture that links to a website.

4. Your WhatsApp will now open on your other device.

Proving life can get better

Dimensions provides evidence-based outcomes-focused support for people with learning disabilities, autism and complex needs. We help people to be actively engaged in their communities.

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