WhatsApp Tutorial

WhatsApp Messenger is a **free** messaging and Voice over IP (VoIP) service owned by Facebook. The application allows the sending of text messages and voice calls, as well as video calls, images and other media, documents, and user location – within a private chat (2 participants) or a group chat (3 or more participants).
* WhatsApp requires a Wi-Fi connection or a cellular data plan available.

Advantages:
- Allows users to connect with others locally/internationally
- Cross-platform: Android and iOS (Apple) users can connect for free
- WhatsApp is independent and users don't have to be part of social media
- Messages are encrypted

Fun Facts:
- WhatsApp was released in January 2009
- In February 2014, WhatsApp was acquired by Facebook for $19.3 **Billion**
- More than 1.5 **Billion** people across 180+ countries are using WhatsApp
- Coming up next: WhatsApp for businesses (communication with customers)
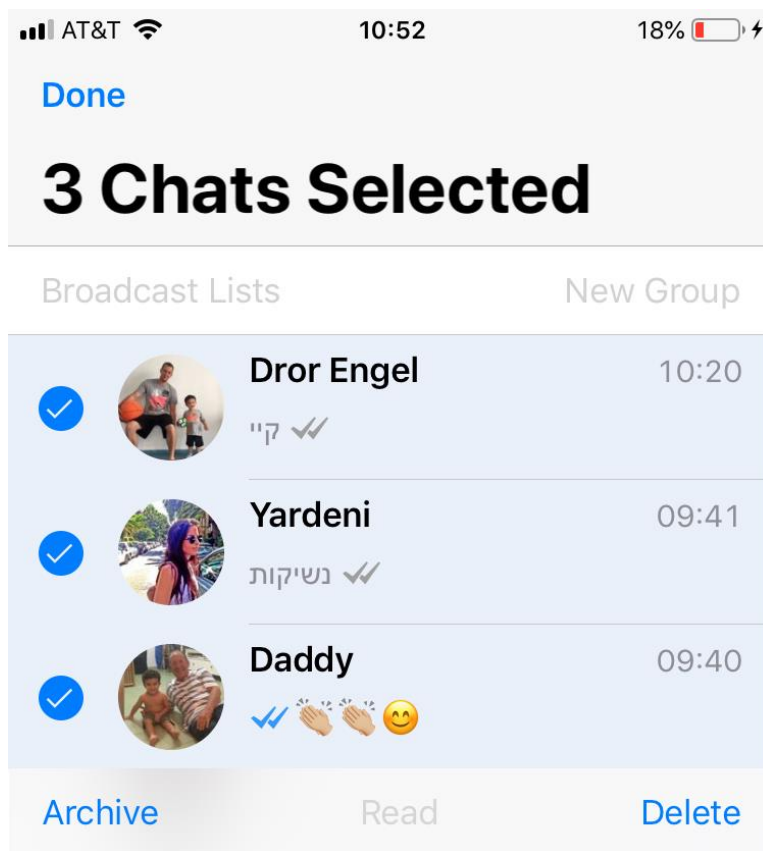
Let's get started!

Main screen

Start a new chat
(private or group)

Edit the list of chats
(archive or delete chats)

Start a new
Group Chat

List of existing chats
(private and group)

App Menu
(selected tab will
be in blue)

.ıll AT&T 🔋 **10:51** **17% 🔋 ⚡**

Edit

Chats

Broadcast Lists   New Group

Dror Engel   10:20
✓✓ קיי   ›

Yardeni   09:41
✓✓ נשיקות   ›

Daddy   09:40
✓✓ 👏🏼👏🏼😊   ›

כל האנגלים   06:53
Adi Engel: ›
❤️ ברוכים הבאים! נחיתה רכה ורק בריאות

חמישי   Yesterday
+1 (650) 283-2289:   ›
I'm late. Sorry. Maybe not too much

Me   Yesterday
You: ›
✓ 📄 Norwegian Air Shuttle - Boardin...

Asaf Kanari   Wednesday

Status   Calls   Camera   Chats   Settings

Actions on the main screen's chat rows

1. If you swipe your finger on a chat row from right to left or from left to right, you will see options to delete/archive a chat, mark last message as unread, pin the chat to the top of your Chats screen, and more.

2. If you clicked on "Edit" (see top left corner in the previous page), then you can now select one or more chats and then delete or archive them by clicking on one of these option at the bottom right and left of the screen.
   * Click "Done" in the top left corner to cancel and go back

Start a new chat (private or group)

ıll AT&T 🛜   12:16   82% 🔋 ⚡

New Chat   Cancel

🔍 Search

👥 **New Group**

👤⁺ **New Contact**

FREQUENTLY CONTACTED

Dror Engel
Coach Dror 🏀

כל האנגלים
Adi, Daddy, Dror, Hagar, Mommy, Yardeni, You

Asaf Kanari
Hey there! I am using WhatsApp.

Adi Engel
Available

Mommy
Hey there! I am using WhatsApp.

A

Adam Yoseph

Adaya Ravitz
Have a CHIC one

Adi Engel
Available

A
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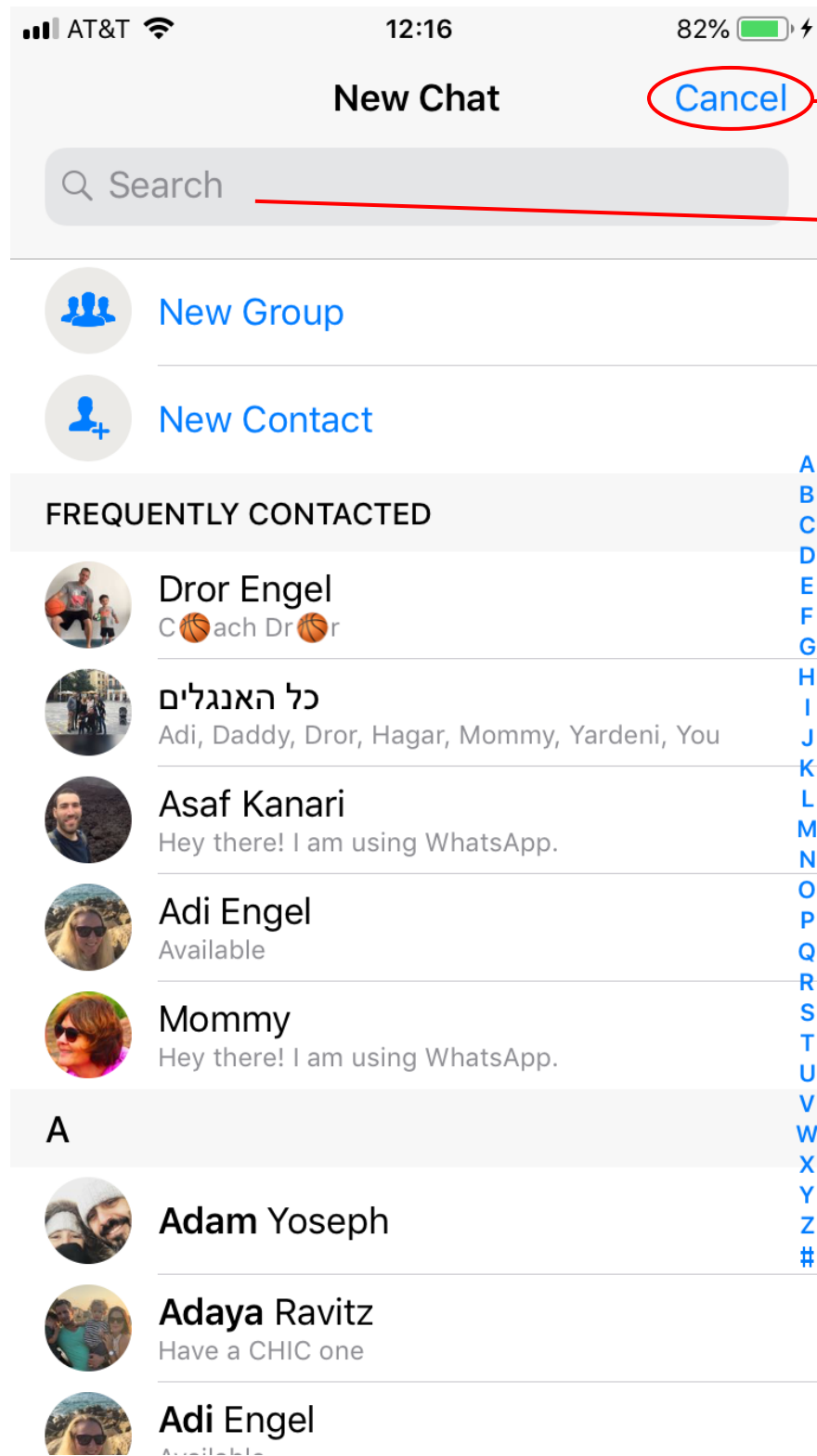
Go back to main screen and list of chats

Touch here to search for a name on your contact list (see next page)

People/groups you are contacting frequently

Click on a name/group to start a new chat or continue an existing one

All your WhatsApp contacts (scroll down to see all, alphabetically)
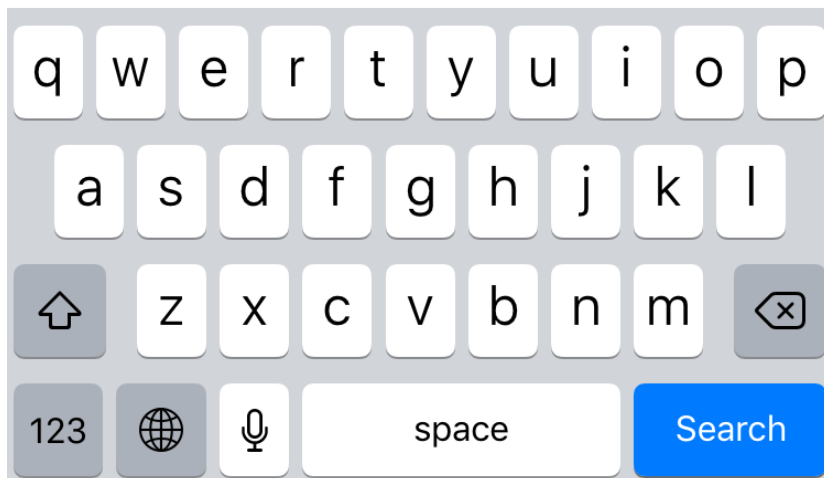
Search a contact to start a new chat

.ıll AT&T 🤝   10:47   14% ▢▮ ⚡

🔍 Michael| ⊗   Cancel

Go back to previous screen

Typing a contact's name

Contacts

Michael Cherkassky
Hey there! I am using WhatsApp.

Michael Putnam
Hey there! I am using WhatsApp.

Results of contacts who have WhatsApp (click on a name to start a new chat or continue an existing one

Invite to WhatsApp

Michael Airbnb
+1 (720) 277-6926   Invite

Michael Rybak
+1 (617) 640-6609   Invite

Results of contacts who do NOT have WhatsApp (you cannot chat with them)

Missing Contacts Help

q w e r t y u i o p

a s d f g h j k l

⇧ z x c v b n m ⌫

123 🌐 🎤   space   Search

The chat screen (private messages)
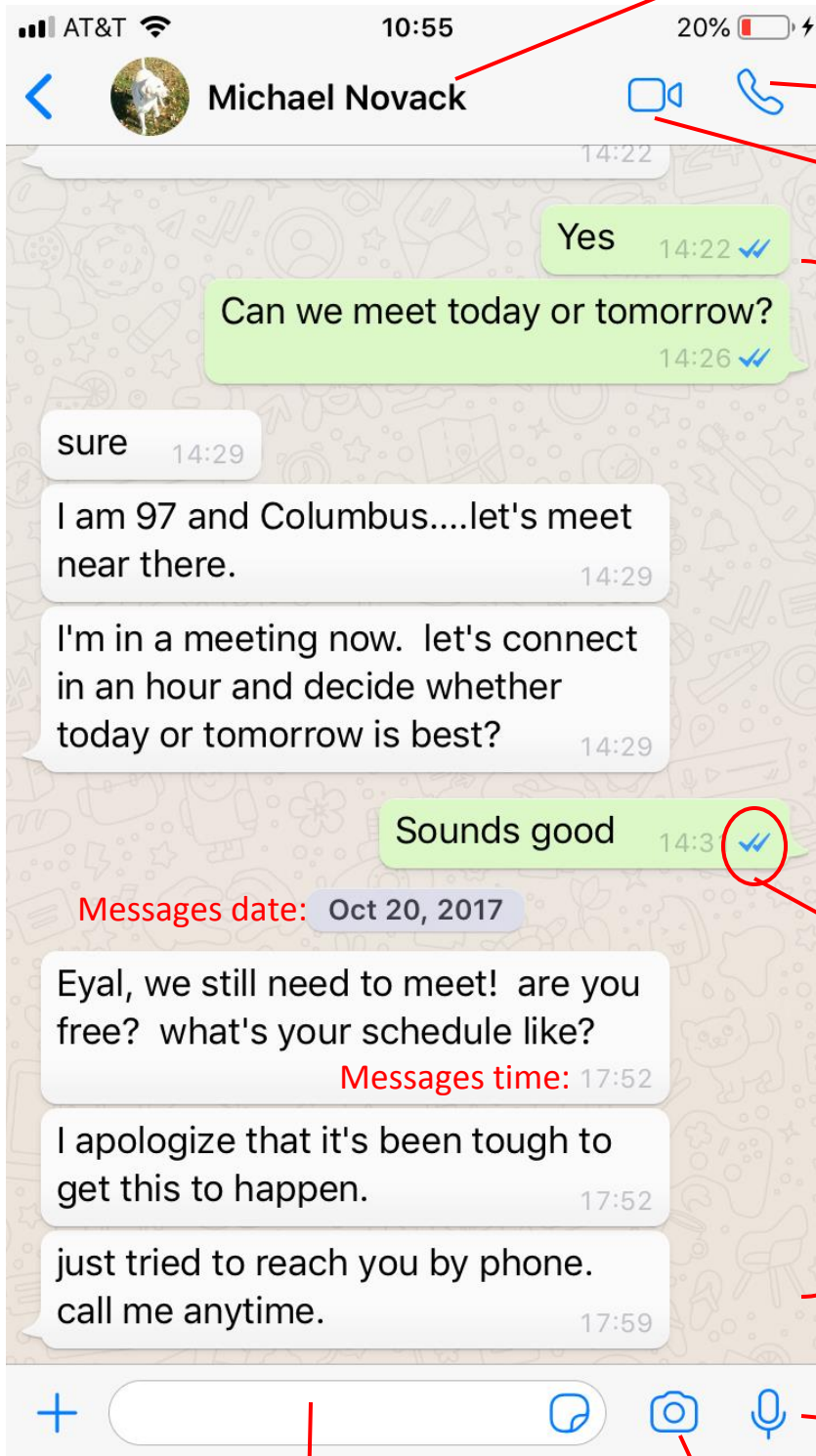
Contact information and more

Start a voice call

Start a video call

Michael Novack

14:22

Yes 14:22 ✓✓

Can we meet today or tomorrow? 14:26 ✓✓

sure 14:29

I am 97 and Columbus....let's meet near there. 14:29

I'm in a meeting now. let's connect in an hour and decide whether today or tomorrow is best? 14:29

Sounds good 14:3 ✓✓

Messages date: Oct 20, 2017

Eyal, we still need to meet! are you free? what's your schedule like?
Messages time: 17:52

I apologize that it's been tough to get this to happen. 17:52

just tried to reach you by phone. call me anytime. 17:59

Your messages have a green background and other person's messages have a white background

2 blue check marks = other user has read your message

2 gray check marks = user has received your message but haven't read it

1 gray check mark = other user haven't received your message yet

Click and Hold the microphone to record a voice message. Release when done recording. You can also drag your finger up after a couple of seconds of recording and release your finger. This allows you to record hands-free and send it like a normal message

Touch here to type a message (see next page)

Take a new picture or video

Typing an sending a text message

Click here to send your message

Type message here
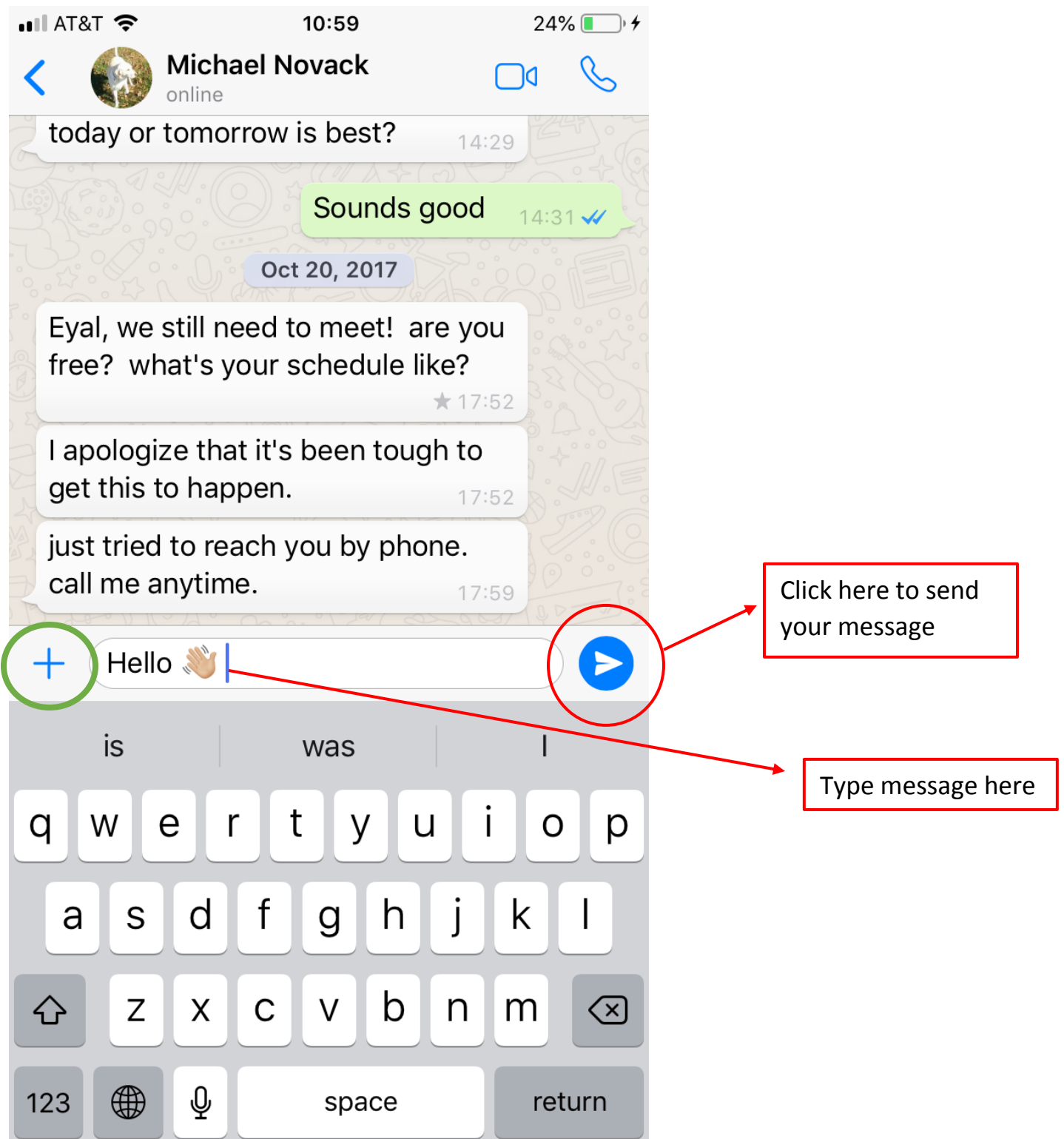
Sending pictures, videos, location, and contacts

1. Go into a chat (like in the picture above)
2. Click the plus sign (circled in green in the picture above)
3. You will see the following menu:
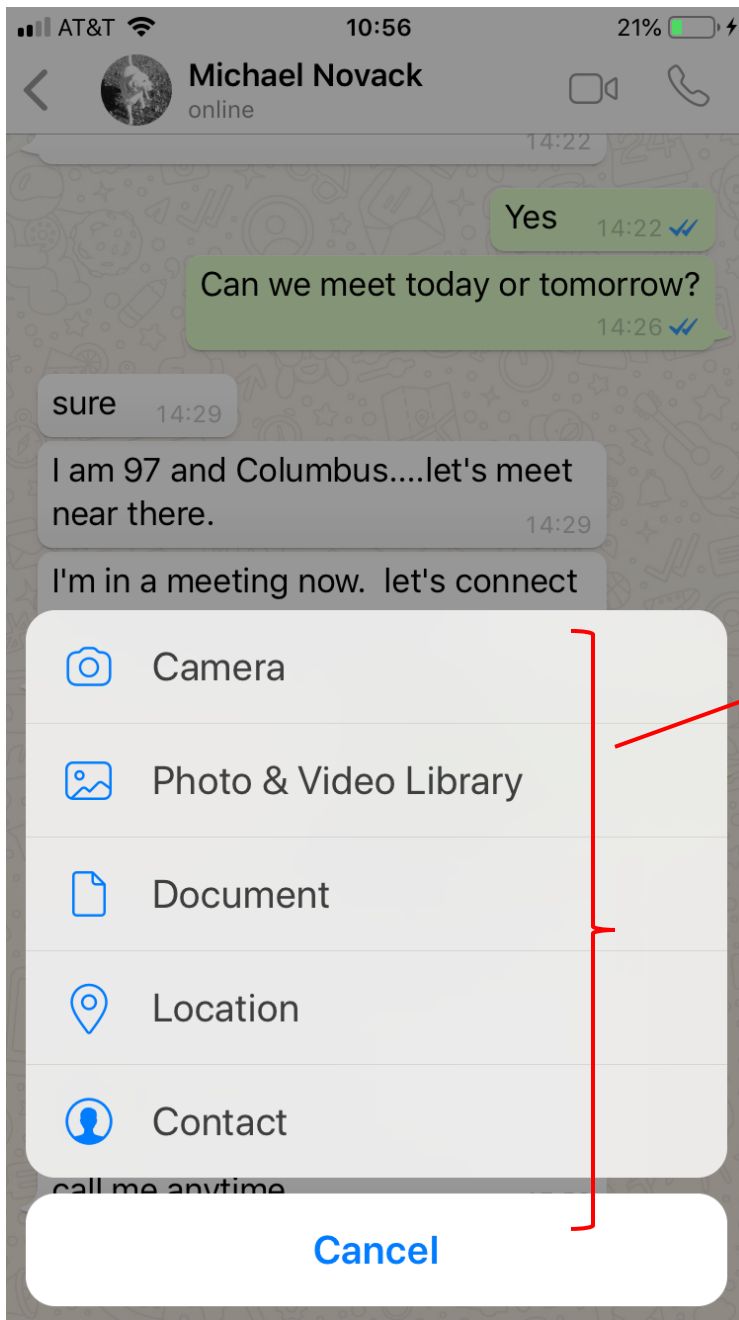
Camera: will open your camera where you can take a picture or a video straight from WhatsApp in order to send it to your contact

Photo & Video Library: will open your phone's built-in photos folder, and there you can choose **existing** photos/videos to send to your contacts

Document: send a document located in your phone's documents app (e.g. iCloud Drive on iPhone)

Location: share your location with your contact. Once WhatsApp will find your location (a blue dot on the map), click "Send Your Current Location" to share your location. Your contact will receive an image of a map with your location.

Contact: will open your phone's built-in contact list and there you can mark all the contacts you would like to share.
* If you share only 1 contact: after you mark the contact, click "DONE" on the top right corner, and then click "SEND" on the top right corner.
* If you share more than 1 contact: after you mark them, click on "DONE" in the top right corner, and then click "Share X Contacts" at the bottom of the screen.

Cancel: If you changed your mind and don't want to share anything, click on "Cancel" at the bottom to exit this menu.

Sending a picture/video through "CAMERA" option ("Photo & Video Library" option is similar) <mark>STEP 1:</mark>

Flash mode **(off in picture).** Click on it to turn flash on and off (there are 3 modes: 1 off and 2 on)

Night mode. Click on it to go into night mode which allows you to take better pictures when it's dark. Click on it again to go back to regular mode

Get out of camera mode and go back to the chat screen

Switch between regular mode and Selfie mode

Go to your phone's built in photo&video library to choose an existing file

Edit your photo before sending it
Pencil = draw with your finger
T = add text on top of photo
Smiley face = add emojis on top of your photo (can make them bigger/smaller by pinching them)
Square = Crop your photo

Add text that will appear below the photo (or below the bottom photo in case of multiple photos

Send the photo/s or video/s

Add more photos or videos

Actions on specific messages using a long click on a text message/photo/video/etc.
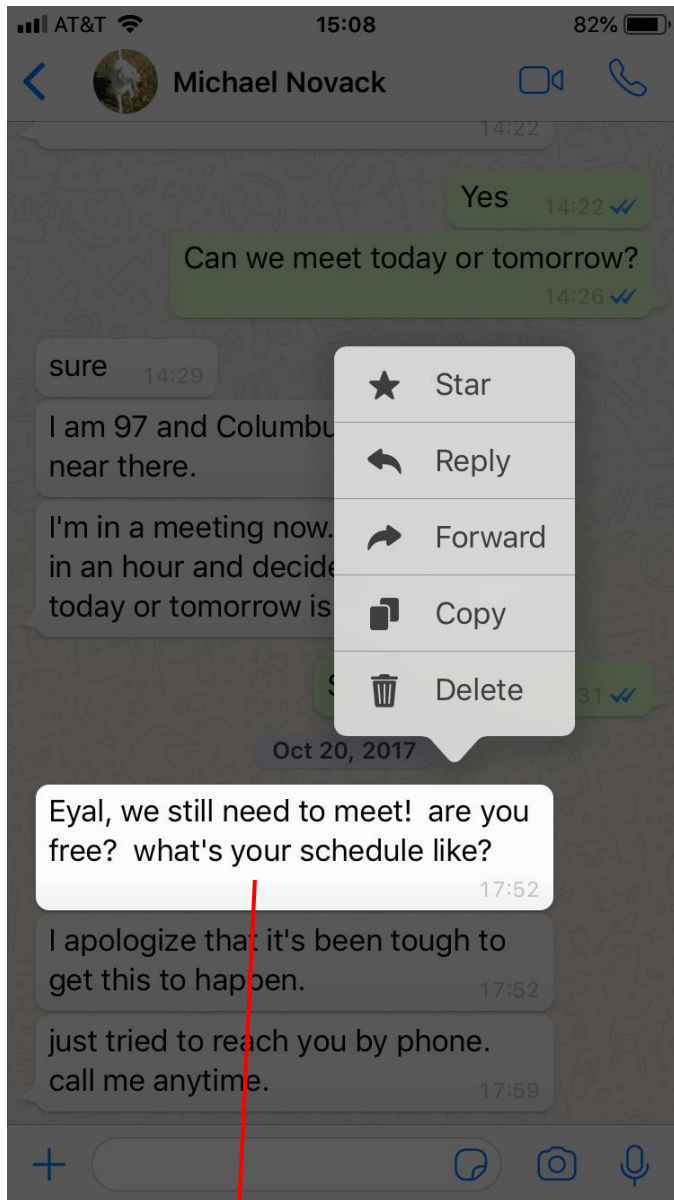
This is the message on which I Long-Clicked and opened the menu for

Star = marking that message as a "favorite". You can find your starred messages when you click on the contact's name on the top of your conversation screen

Reply = write a response that refers specifically to the message you clicked on (see next page)

Forward = send this message directly to another contact/s

Copy = copy the content of this message. Then you will be able to paste it somewhere else (also in a different app) using a long click on a text box and choosing "paste".

Delete = deleting this specific message/photo/video. If you were the one who sent it, then you will be given the option to decide whether to delete it only for you or for everyone in the conversation. Otherwise, you will only delete it from your device. Same thing applies for a group chat.

*When clicking "Delete" you will be able to choose more messages to delete but that's optional. When done selecting, click the trash can on the bottom left corner of the screen to delete your selected message(s).

Example for replying to a specific message (useful when you want to give more context to your message and to what it is referring to)
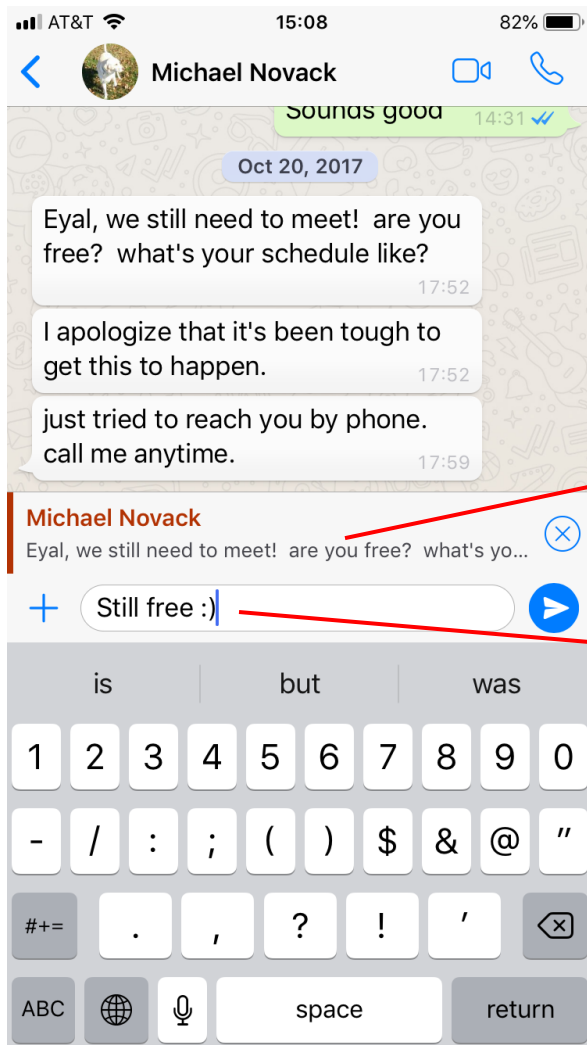
The message you chose to reply to

Your reply to that specific message.

After clicking on contact's name on the top of your chat with them:

ıll AT&T 🛜   10:55   20% 🔋 ⚡

Go Back to Chat
‹ Michael   **Contact Info**   **Edit** Edit contact's information

Contact's profile picture

Michael Novack
+1 (314) 255-9136
💬 📹 📞   New message / video call / voice call

Hey there! I am using WhatsApp.
Oct 22, 2017

🖼 Media, Links, and Docs   None ›   All media you share with one another

⭐ Starred Messages   1 ›   Your starred messages

🔍 Chat Search   ›   Search any text within your conversation

🔊 Mute   No ›

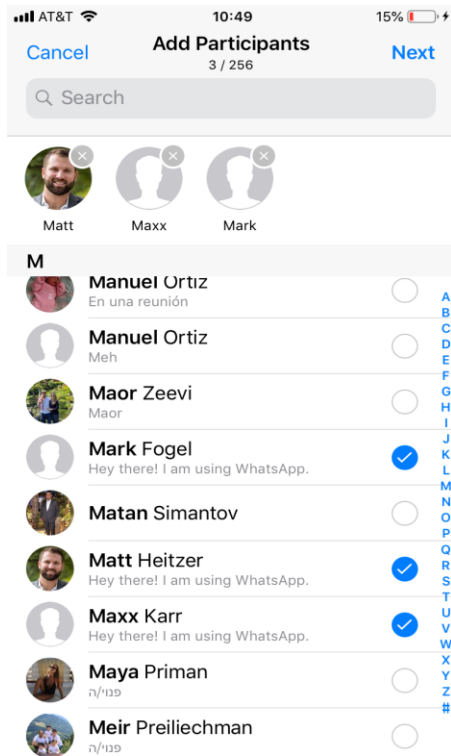🎵 Custom Tone   Default (Tri-tone) ›   Other settings, usually not really relevant

📥 Save to Camera Roll   Default ›

🔒 Encryption
Messages to this chat and calls are secured with ›

*Note: in a group's information you can see all participants and will have the option to exit the group (scroll all the way down for this option).

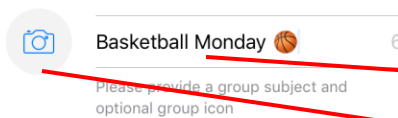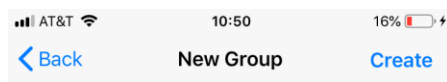# Creating a group chat (see green circles on screenshot on page 2)

Step 1:

Choose the contacts you want to add to the group by touching the circles on the right to their names (a blue check mark will appear).

Step 2:

Click on "Next" in the top right corner

Step 3:

Choose a name for the group

Set a group picture (not mandatory)

Click "Create" on the top right corner
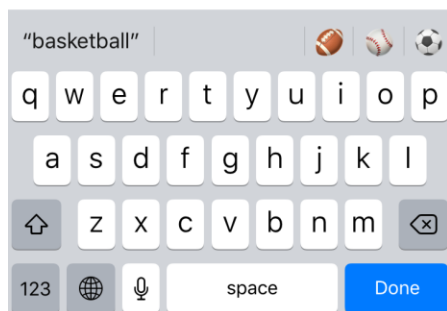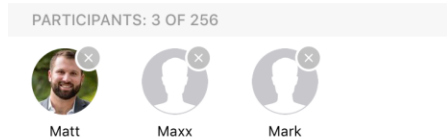
The Calls Screen

Basically shows you the recent people who called you via WhatsApp, whether if it was a voice call or a video call (see small icon below contact's name).

This screen is mostly used to see your missed/unanswered calls (will appear in red). It can also be used to call someone who appears on that screen.

Missed Video Call

Missed Voice Call

This is how you get to this screen from the main chats screen

The Settings Screen

Eyal Engel
There's no I in TEAM
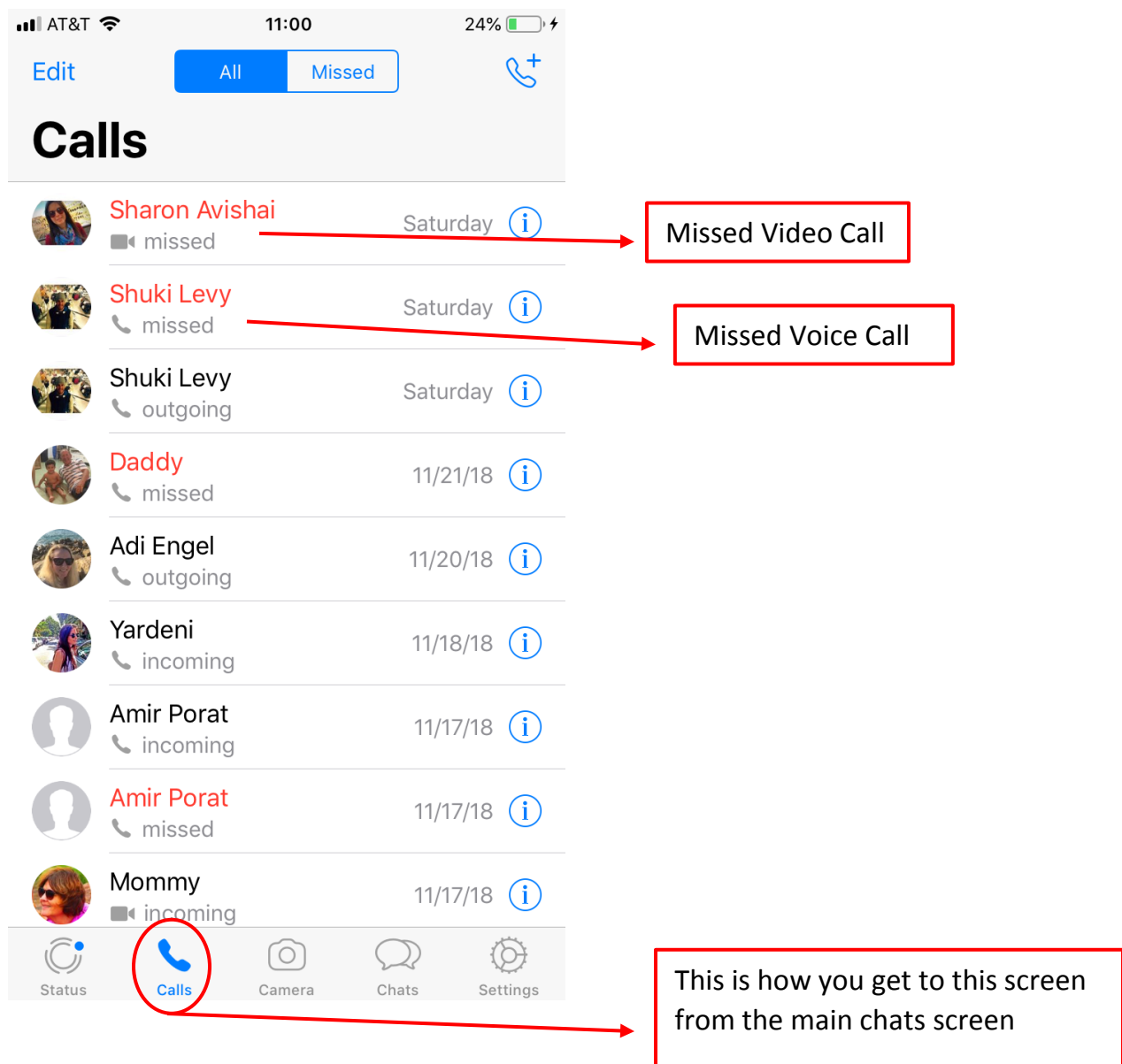
→ Edit your profile – name, picture, status

Starred Messages

See your starred messages from all chats

WhatsApp Web/Desktop

To use WhatsApp on your computer:
1. Go to web.whatsapp.com on your computer
2. Click here and then click Scan QR Code. Then scan the QR Code on your computer's screen using your phone's camera that will open automatically
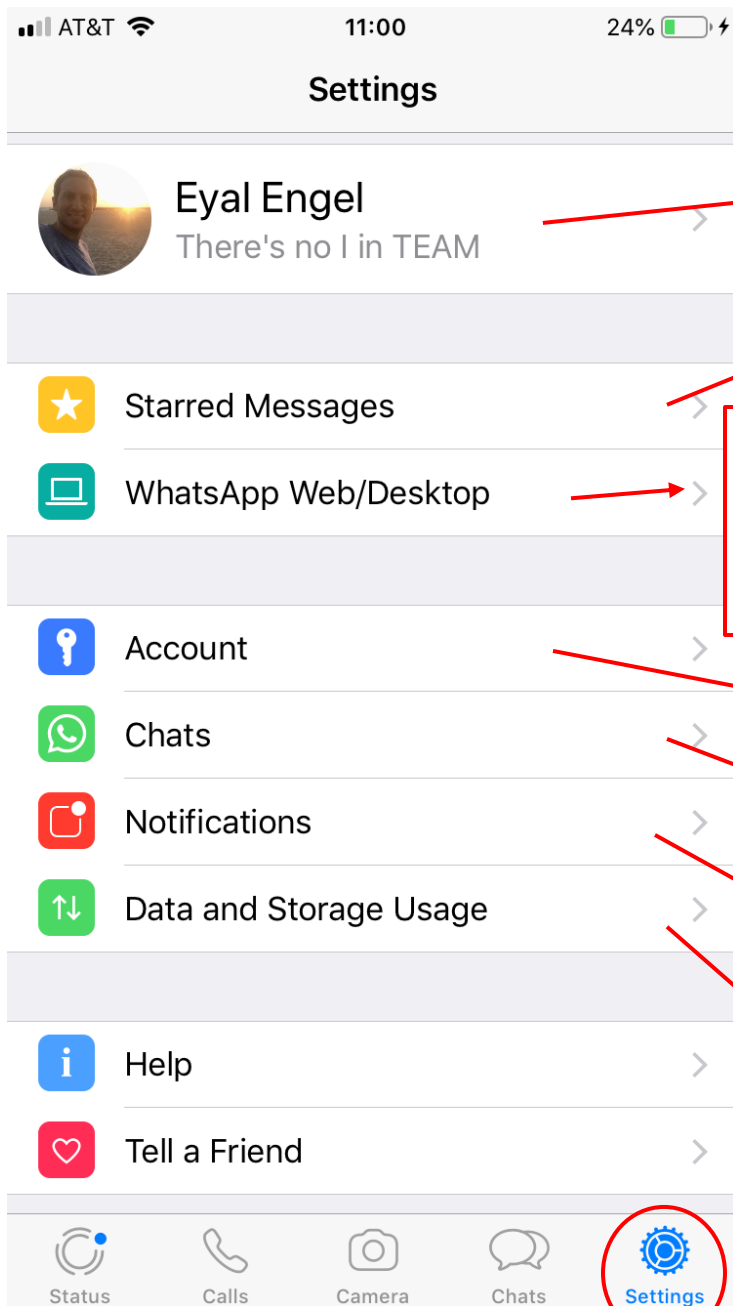
Account

Privacy settings (see next page)

Chats

Chat wallpaper, save media automatically to phone, and BACKUP CHATS (see in 2 pages)

Notifications

Notifications settings. Usually default settings are sufficient

Data and Storage Usage

Decide whether download media automatically when you are using Wi-Fi only, OR when using either Wi-Fi or Cellular data (i.e. your

Help

Tell a Friend

Status   Calls   Camera   Chats   Settings

This is how we get to Settings

Account Privacy (kind of a big deal nowadays, right?)
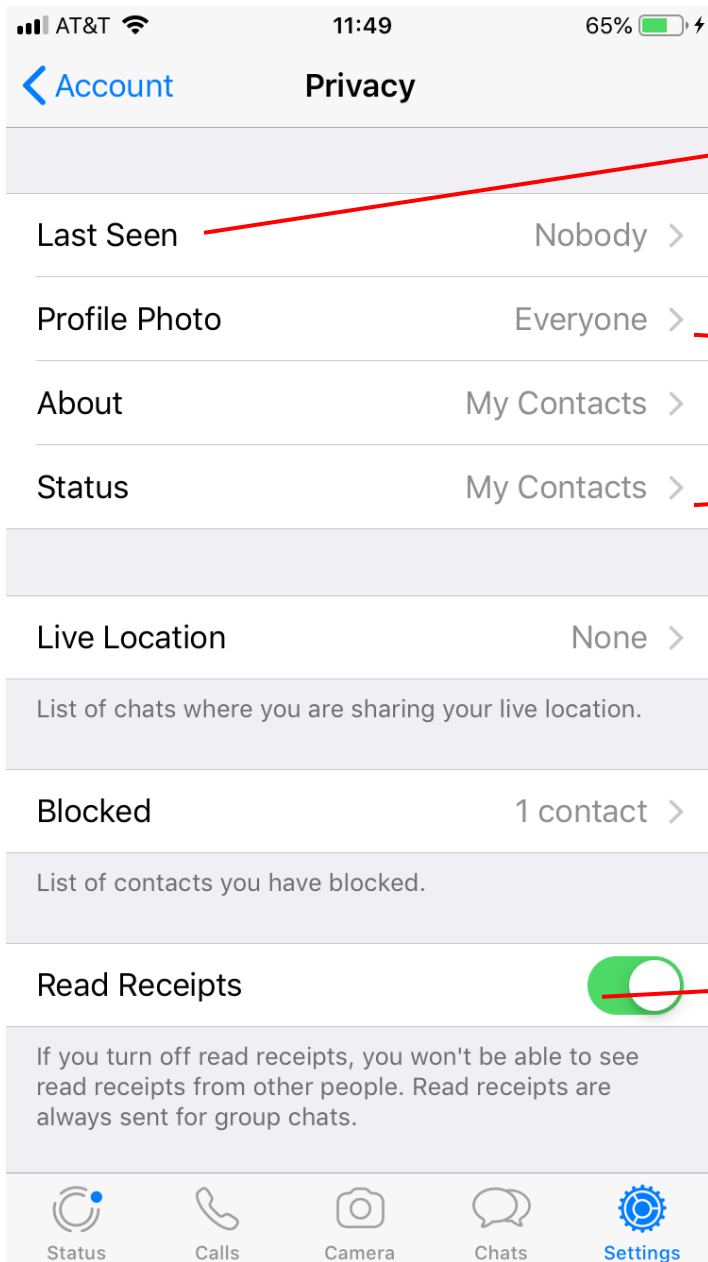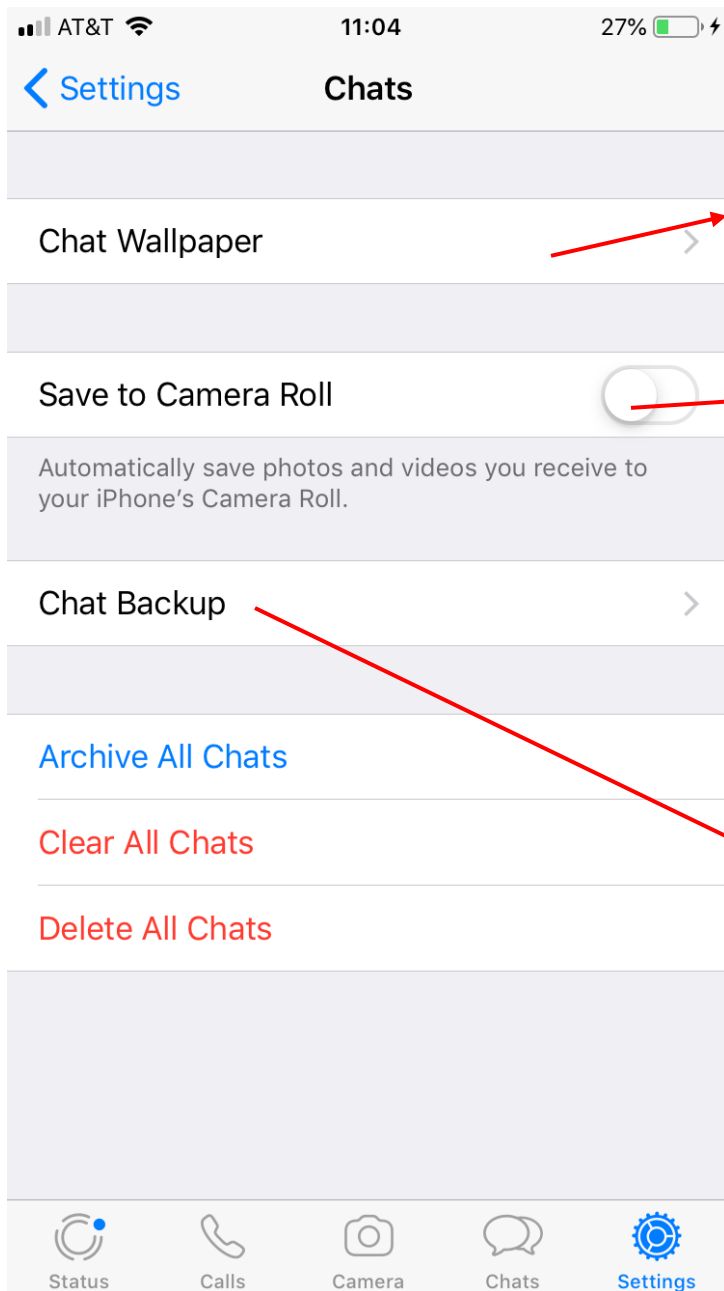
ıll AT&T 📶 11:49 65% 🔋⚡	Allow (or don't) people to see when was the last time you were online in WhatsApp. If you choose "Nobody" then you won't be able to see others' Last Seen as well. If you want to see the last time others were using WhatsApp (below their name at the top of your chat), choose "My Contacts"
‹ Account **Privacy**	

Last Seen — Nobody ›

Profile Photo — Everyone ›

About — My Contacts ›

Decide who can see your profile information: Everyone, Contacts Only, or Nobody

Status — My Contacts ›

Live Location — None ›

List of chats where you are sharing your live location.

Blocked — 1 contact ›

List of contacts you have blocked.

Read Receipts — ⬤ (green, ON)

When this button is turned ON (i.e. green), then you will see when people have read your messages (double blue check marks) and they will see when you have read theirs. If you turn it OFF (by clicking the green button) then neither you nor your contacts will see the double blue check marks. You'll only see double <u>gray</u> check marks that indicate that the messages were delivered but not necessarily been read)

If you turn off read receipts, you won't be able to see read receipts from other people. Read receipts are always sent for group chats.

Status | Calls | Camera | Chats | **Settings**

Chats Settings

ıll AT&T 🔺   11:04   27% 🔋 ⚡

Chat Wallpaper ›

Change the background of your chats (i.e. the background behind the messages bubbles). When you click here you'll be able to choose a solid color, a background from WhatsApp's library, or a photo from your phone's library.

Save to Camera Roll

Automatically save photos and videos you receive to your iPhone's Camera Roll.

Turn this button ON (make it green) if you want WhatsApp to automatically save the photos and videos you receive from contacts to your phone's photo library (not recommended if you have limited storage capacity on your phone). Even when this is turned off, you would still be able to save your incoming media to your phone manually (see last page of this tutorial).

Chat Backup ›

Archive All Chats

Clear All Chats

Delete All Chats

Backup your chats (with or without videos). This is very important in case your phone is ruined or you switch to a new device. Please see next page for more information.

Status   Calls   Camera   Chats   **Settings**

Chat Backup

▪▫ AT&T 📶	11:04	27% 🔋⚡
‹ Chats	**Chat Backup**	
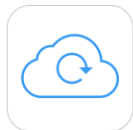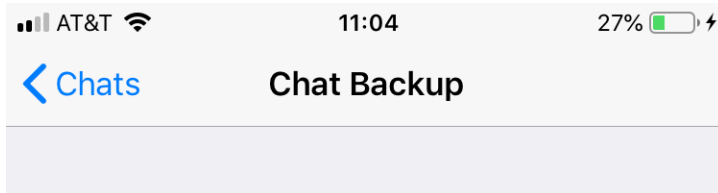
Last Backup: Sep 16, 2018
Total Size: 1.34 GB

The amount of FREE storage space you will need to backup your chats

Back up your chat history and media to iCloud so if you lose your iPhone or switch to a new one, your chat history is safe. You can restore your chat history and media when you reinstall WhatsApp. Media and messages you back up are not protected by WhatsApp end-to-end encryption while in iCloud.

Back Up Now

Click here to start backing up your chats. This could take a while and you don't have to wait here until it's done.

Auto Backup   Monthly ›

Click here to change the frequency of your chats backup and set automatic backups

Include Videos   ⚪

To avoid excessive data charges, connect your phone to Wi-Fi or disable cellular data for iCloud: iPhone Settings > Cellular > iCloud Drive > OFF.

Turn this button on (by clicking on it and making it green) if you want to backup all the videos people sent you as well (photos are backed up regardless). Please note that videos require more free space on your phone and the backup's size will be larger.

Save a picture or a video to your phone's library (manually)

1. Inside a chat, Long-click on the photo or video until a menu pops-up.
2. In the menu that will pop-up, click on "Save"
3. The photo/video is now on your phone's photo library
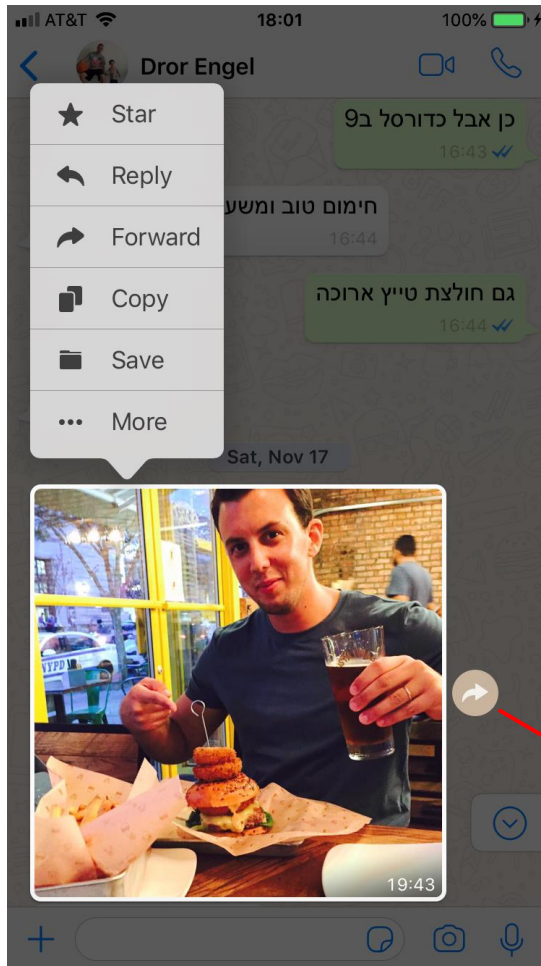
By the way, this arrow sign next to photos or videos inside a chat allows you to quickly forward the photo/video to another contact(s) of your choice

Thanks for joining and have fun using WhatsApp! ☺