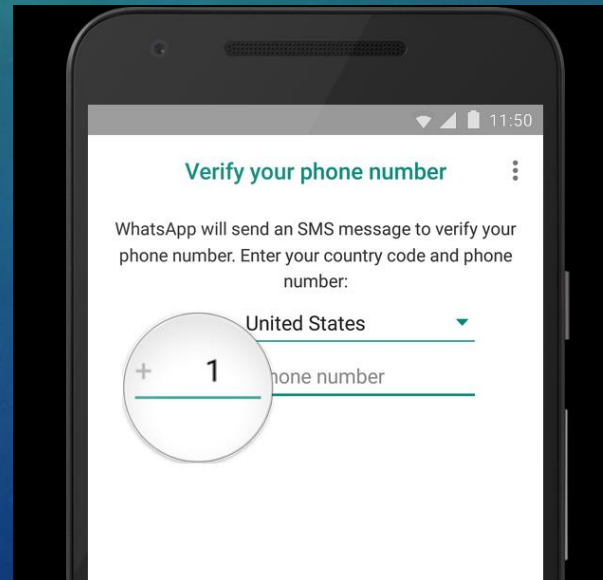




STARTER GUIDE FOR WHATSAPP

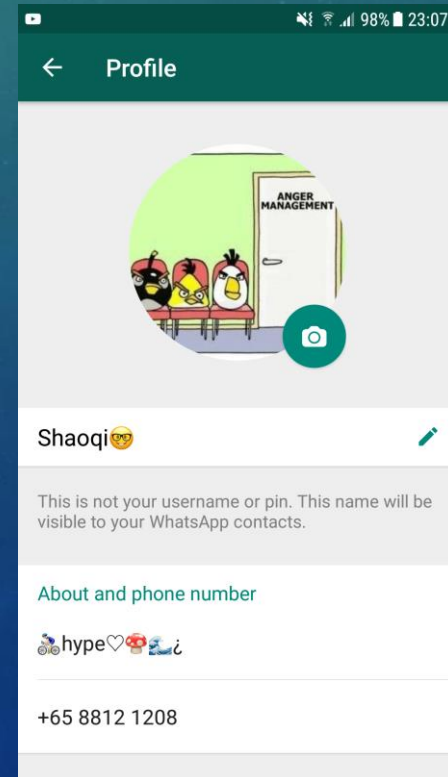
GETTING STARTED

- To start off, make sure you have installed 'Whatsapp' on your phone. If you are unsure of how to do so, you may refer to the PDF guides(Andriod/IOS) on how to install an app.
- Upon installing 'Whatsapp', you will be prompt to enter your phone number for verification purposes. Enter your phone number and tap 'Next' to request for a code. After which, enter your 6 digit code you receive via SMS.



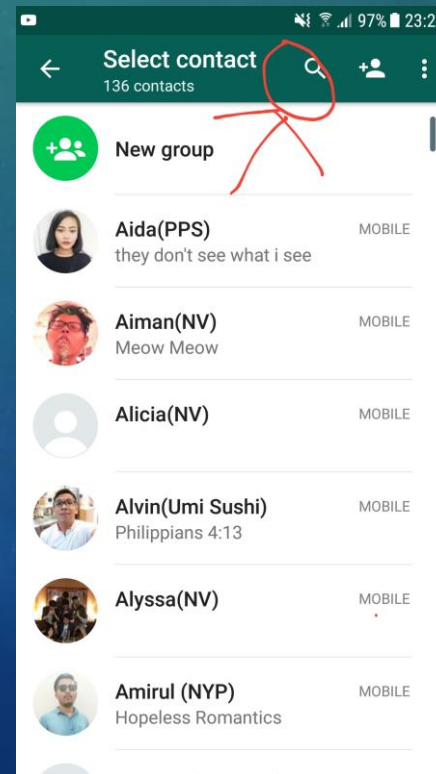
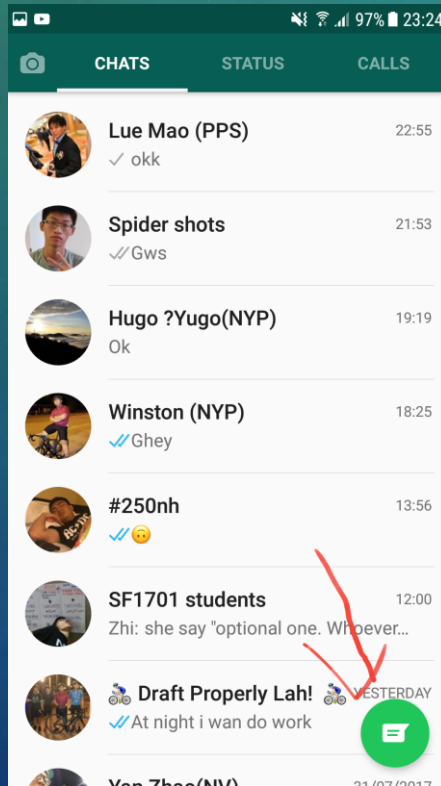
GETTING STARTED

- After verifying your phone number, you will be prompted to create a profile. You can choose a photo from the gallery, take a new photo with your camera or remove the current photo.
- You will also be asked to enter a name which is visible to your Whatsapp contacts.
- After which, you are ready to start using Whatsapp.



STARTING A CHAT

- To start a chat, click the green button below to compose a new chat.
- After which, a list of contact which has Whatsapp will appear. You can also search for the contact name by tapping on the 'Search' button, which is denoted by a magnifying glass. After finding your desired contact, simply tap it and start typing a message.




SENDING MEDIA, DOCUMENTS, CONTACTS AND LOCATION


I. Firstly, open up a chat


II. Tap the paper clip icon:


III. Choose what u wish to send:

-Document  to select a document from your phone.

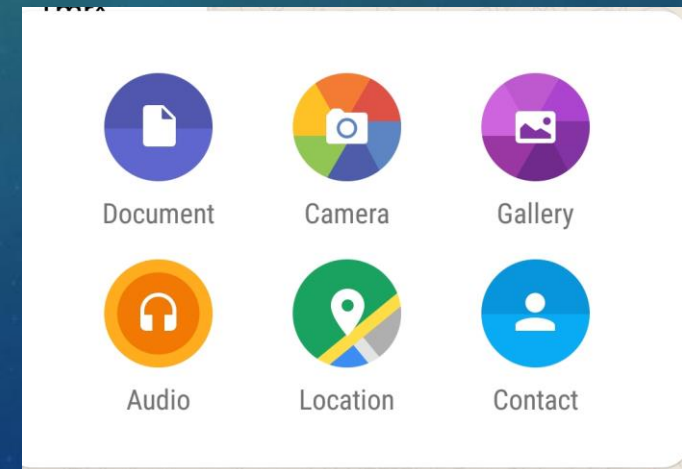
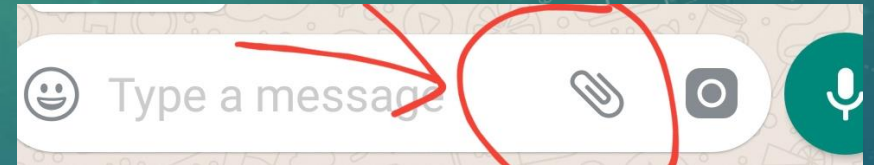
-Camera  to take a picture with your camera.

-Gallery  to select an existing picture/video with your camera.


-Audio  to record a message.

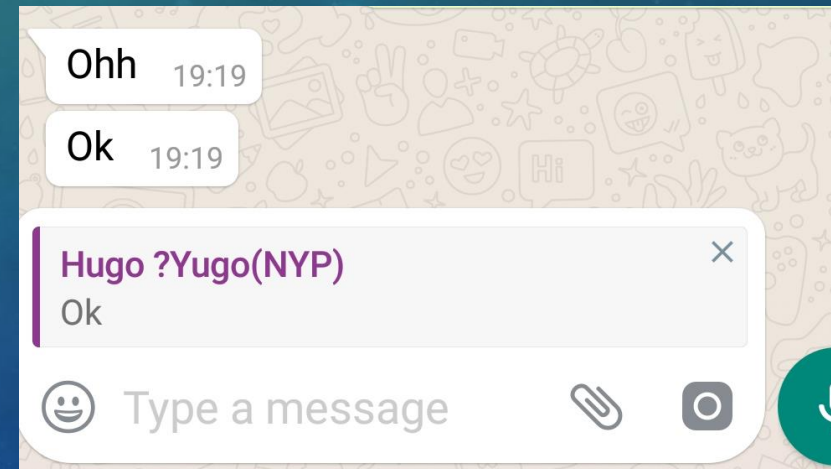
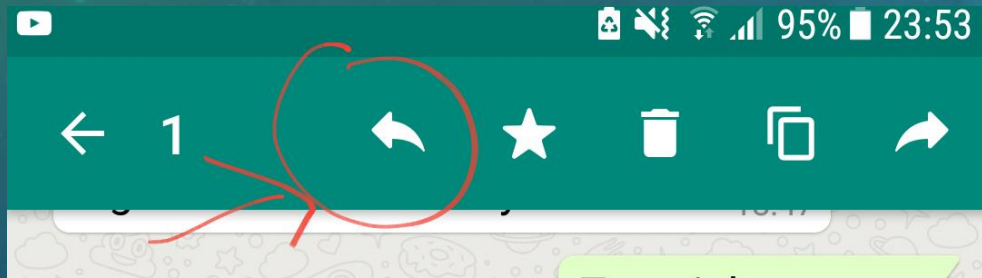
-Location  to send your location or a nearby place.

- Contact  to send a contact registered in your phone.



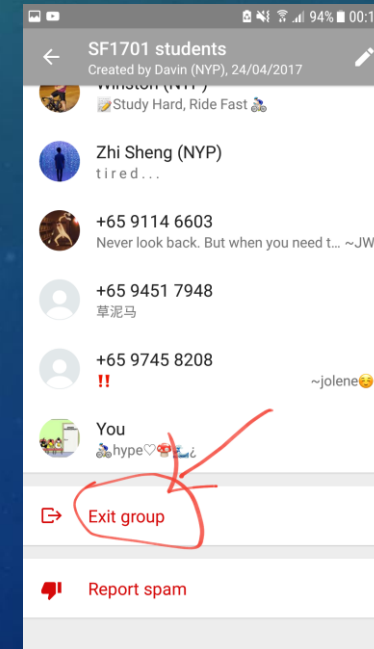
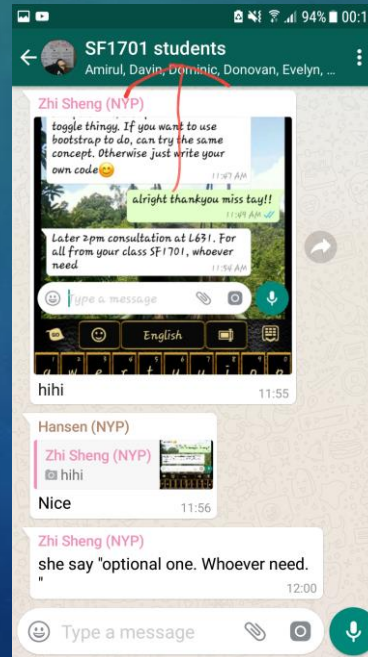
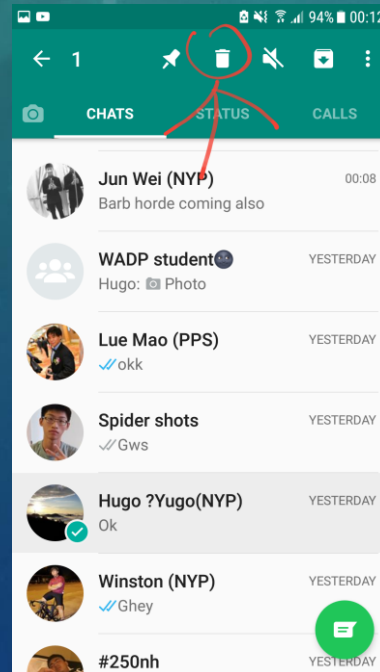
REPLYING TO MESSAGES

- You can reply to a particular message using the 'Reply' feature, both in a group and individual chat.
- Simply tap and hold the message to highlight, and then tap the 'Reply' button. 
- You can type and send your response after which.



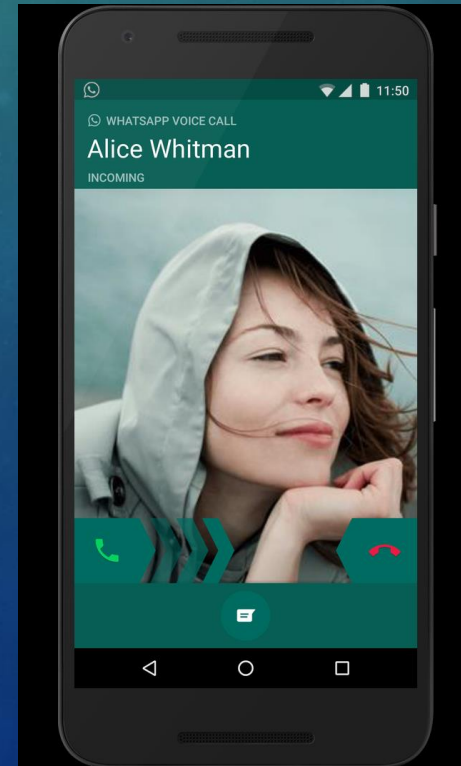
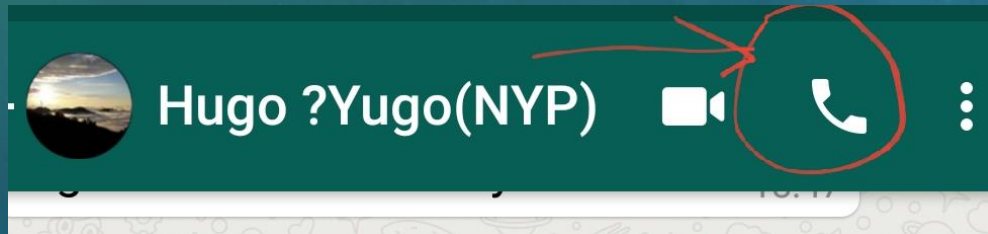
DELETING MESSAGES/CHAT

- i. To delete a message, tap and hold the message you wish to delete. You may also wish to tap more messages to delete multiple message at a time. Tap the 'Trash can' on top of the icon to delete the message(s).
- ii. To delete an individual chat, hold the chat and tap the 'Trash can'.
- iii. To delete a group chat, tap the 'Menu' button and click 'Exit Group'. After which, tap the 'Trash can' icon to delete the group chat.



MAKING/RECEIVING A CALL USING WHATSAPP

- ❑ To make a Whatsapp voice call, simply open the chat with the person you want to call and tap the phone button on top.
- ❑ When receiving an incoming Whatsapp call, you can tap the green button to answer the call and red button to decline the call.



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- <https://www.whatsapp.com/img/faq/en/android/4175626754412.png>
- <https://www.whatsapp.com/img/faq/en/android/198420625215516.png>