

# Welcome



Our free digital support sessions are open to anyone that would like basic help with using a smartphone, tablet or computer.



Social & Activity Centre, San Pedro

**AGE**  
*Concern*  
Marbella - San Pedro

Never feel alone

# WhatsApp

Learn Something New



# What is it?

- It's a messaging app similar to text messages (SMS) on your phone. You can also make calls on the app and send and receive photos and videos.
- The service is very similar to text messaging services, however, because WhatsApp uses the internet to send messages, **the cost of using WhatsApp is significantly less than texting.**



# Where do I get it? Is it free?

You can download WhatsApp to your smartphone. If you have an iPhone or iPad, then you'll need to use the App Store, and if you have an Android phone or tablet then it's the Play Store. It doesn't cost anything to download WhatsApp.

- Free to download
- It uses your phone's internet connection  
(you can check how much data you are using - ask for details)

# How do I use WhatsApp?

WhatsApp is simple to use once you get the hang of it. It's a messaging app, so it works in a similar way to texting. This video shows you how to get started on WhatsApp, including how to add contacts from your phone.



# How do I use WhatsApp?

How to send messages on WhatsApp:

1. Open WhatsApp on your phone.
2. Click the chats tab.
3. Tap the green circle with a messaging icon on the bottom right of your screen (or on top on iPhone).
4. Choose a contact from your list or click the magnifying glass icon and type the name of the person you want to message.
5. Start chatting! The messages you send appear with a green background and once the person you're chatting with has seen a message, two blue ticks will appear next to it.
6. The messages you receive will have a grey background on the left-hand side of your screen.

# How do I use WhatsApp?

There are extra features you can use, like sending photos:

1. Open a conversation with the person you want to send a photo to.
2. Send an image you've already taken by tapping on the paperclip icon, then gallery, and choosing a photo.
3. Or you can tap on the camera icon, which lets you take a photo and send it immediately.

**Sharing photos can be a great way to feel closer to people, even when you're not able to meet up.**

# Can I make phone calls over WhatsApp?

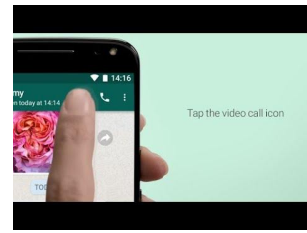
You can also use WhatsApp to make phone calls. Using WhatsApp will mean that you don't use up your allocated minutes in your phone contract, and because it uses the internet, you can even **call people who live abroad at no extra cost.**

How to make a phone call:

1. Open WhatsApp on your phone.
2. Click the calls tab.
3. Press the green icon showing a phone with a plus symbol next to it (or blue on top right on iPhones).
4. Choose a contact from your list to call or click the magnifying glass icon and type the name of the person you want to call.
5. Click the symbol that looks like a phone next to their name to start calling.
6. To end the call, just click the red phone icon.



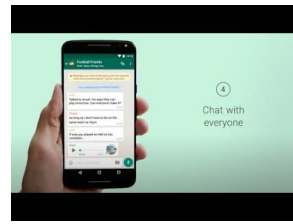
# Can I make video calls over WhatsApp?



Video calling can be a nicer way of chatting with others than just a phone call, because it lets you see the person you're talking to, and them see you.

1. Open WhatsApp on your phone.
2. Click the calls tab.
3. Press the icon showing a phone with a plus symbol next to it.
4. Click the green magnifying glass icon and type the name of the person you want to call.
5. Click the symbol that looks like a camera next to their name to start video calling.
6. **You can add up to four other people into a video call to turn it into a group chat.** During the video call, click the add participant icon and search for their name to add them.
7. To end the call, just click the red phone icon.

# What's a WhatsApp Group?



You can message multiple people at once in a WhatsApp group. This is really handy if you want to chat with a few family members, neighbours, or members of a club or group.

Someone you know might add you to a WhatsApp group if they have your number, or you can set up your own group:

1. Tap the green circle with a messaging icon on the bottom right of your screen.
2. Click new group.
3. Choose participants from your contact list.
4. Add a name for the group.
5. You can even choose an image for the group by tapping on the camera icon.
6. **Start chatting! Everyone in the group will be sent the message at once.**

# Configure WhatsApp for You



1. **Enlarge font size**

2. **Pin essential chats**

To make it easier to find the contacts one needs, it is better to set WhatsApp chats to always be accessible.

3. **Prevent the gallery from filling up with photos and videos**

With automatic content download, WhatsApp saves all photos, videos and audios in the main gallery of the phone by default. You don't want all the memes mixed in with the family photos

4. **Automatic Updates**

There is always a first time when someone asks why WhatsApp has stopped working properly, and when checking the cell phone it is discovered that it has not been updated for months.

5. **Use it on a Computer**

# Activate Backups

WhatsApp backups can be used to save messages, photos, videos, and anything we have received or sent. To avoid losing anything, it is advisable to activate the backup.

1. Tap the three dots icon in the main menu and select Settings.
2. Go to Chats and search for Backup.
3. Tap Save to Google Drive and choose Weekly

# Disadvantages of WhatsApp

- Supports only smartphones
- Requires access to Internet
- Your profile picture is visible to every person having your contact number
- Someone can get annoyed due to reception of constant messages, especially in group chats



**Thank you!**

Questions?