

WhatsApp

WhatsApp is a popular free messaging platform for staying connected with friends and family. Once you install the app from your App Store and register with your phone number, you can use WhatsApp on desktop and mobile devices as long as you have a cell phone or Wi-Fi signal.



WhatsApp app icon

Getting Started

1. Download WhatsApp Messenger for free from the Google Play Store or Apple App Store.
2. To open the app, tap the WhatsApp icon on your home screen. Agree and Continue to the Terms of Service and Privacy Policy pages.
3. Register: Select your country from the drop-down list, then enter your phone number. Tap Done or Next, then tap Ok to receive your 6-digit registration code via text message or phone call. Once you enter the code, your device will be registered.
4. In your new profile, enter your name, and then tap Next. You can also add a profile photo if you'd like.
5. Allow access to contacts and photos: Contacts can be added to WhatsApp from your phone's address book. You can also allow access to your phone's photos, videos, and files. This will allow you to share media from your device with your friends and family.



Enter your phone number

WhatsApp will need to verify your phone number. Carrier charges may apply.

Country	Phone number
+91	XXX-XXXX

Registration requirements

You can only register a phone number you own. You must be able to receive phone calls and SMS (text messaging) to the phone number you are trying to register. You must have a working internet connection through mobile data or Wi-Fi. If you're roaming or have a bad connection, registration may not work. WhatsApp is owned by Meta (Facebook/Instagram), so you may have additional login options. You can register with your Facebook credentials and add both accounts to the same Account Center by tapping Continue with Facebook after accepting WhatsApp's Terms of Service. The phone number associated with your Facebook account will be used to create your WhatsApp account.

Message Delivery Notifications

Any time you send a message to another user, you will see 1 of 3 icons in the bottom right corner of your message. 1 grey checkmark, 2 grey checkmarks, or 2 blue checkmarks.

- 1 grey = message sent successfully
- 2 grey = message received successfully
- 2 blue = message read by all other users in chat



Using the App






Menu Button

Update your profile info by pressing the Three-Dot menu button in the upper right corner and then selecting the Settings option. You can also open other Meta apps like Facebook from here.




Search Bar

The top of the app has a section labeled “Ask Meta AI or Search” where you can search for specific words or contacts. The toolbar at the bottom has tabs for your Chat log, Story Updates (like Facebook stories), Communities, and WhatsApp Call History. The Community section is similar to a Discord server where info can be shared amongst a group more easily.


Start a chat

Tap the “new” icon  or  to search for a contact to begin. Enter a message in the text field. To send photos or videos, tap  or  next to the text field. Choose Camera to take a new photo or video or select an existing photo or video from your phone and tap .


Create a group

You can create a group with up to 256 participants. Tap  or , then New group. Search for or select contacts to add to the group, then tap Next. Enter a group subject and tap  or Create.

Voice messages

If you don't want to type a message, you can send an audio recording. Tap and hold  to record the message. To stop recording, let go of the microphone button.

Voice calls

Go to the Calls tab, then tap . Find the contact you'd like to call. Tap  to start a voice call.

Adding Contacts

You can add new contacts and share, edit, or delete your existing contacts in WhatsApp.

Add contact with a new chat

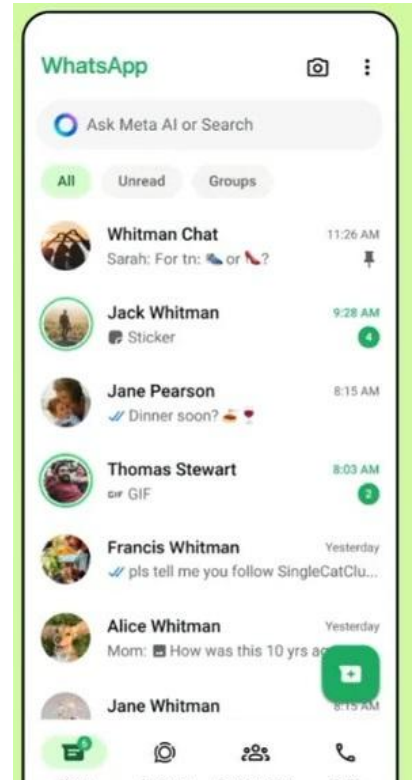
Tap Chats > New Chat (+ button) > **New contact.**

Enter contact details and tap **Save.**

Add contact from an existing chat or group

Tap **Chats.** Tap the chat log area of the unsaved contact (you will see their phone number instead of their name) to open the chat history. Select the three-dot button in the upper-right corner.

Tap on **Add to contacts** to create a new contact. Enter their details and tap Save.



Main screen of WhatsApp

Note: WhatsApp users choose their own profile photo. If a contact did not set a profile photo, you cannot add one for that contact.

Share contact in chats

Open the individual or group chat. Tap Attach > Contact. Select the contact. Tap New Chat arrow > Send. The recipient can add the contact to their address book or message them directly from the message.

The Attach Buttons

WhatsApp has a small toolbar at the bottom of each chat with icons for adding emoji, attaching files, and taking pictures. Clicking the sticker icon will load a section where you can select emoji, GIF videos, and stickers to send in your chat. The Camera option loads your camera app and you can take pictures and record video from here. The Attach option allows you to attach a variety of items do your message: Photos, Location, Contacts, Documents, Audio, and more.

Quote/Reply to Messages

You can reply directly a message anywhere in a chat easily in a couple of different ways.

Option 1. Swipe right on the message you want to respond to, type your response and tap send.

Option 2. You can also press and hold on the message, then select the Reply option from the pop-up menu.



Option 1 – swipe right on the intended message.



Option 2 – press and hold, select reply.

Tips & Tricks

WhatsApp official page - Frequently Asked Questions
<https://faq.whatsapp.com/>

10 Must-Know WhatsApp Tricks to Maximize Your Messaging
<https://www.pcmag.com/explainers/whatsapp-tips-and-tricks>

How to Get the Most Out of WhatsApp
<https://www.cloudwards.net/8-hottest-whatsapp-tips/>