Connect Through Tech

Tech Coaching
Quick Start Guide

Using a Smartphone to Communicate
with Family, Friends and Others

WhatsApp
Android Galaxy 8.x

updated 4/7/2020
v 1.0

Connect Through Tech

Table of Contents

Connect Through Tech

Benefits

WhatsApp is a multipurpose tool that lets you easily connect to family, friends and others all around the world. You can make calls, text, video chat, and send pictures and so much more!

If you are new to video chat, you will be amazed at how much more connected you feel than on a regular phone call. With video chat on your mobile phone, you can see more than one another's faces. People use video chat to "attend" special events that they can't attend in person. Imagine being able to watch your grandchild's dance recital, graduation or wedding ceremony, even when they live on the other side of the world. People using video chat can show each other places they are visiting or live, introduce new family members, show off the special craft they just made and so much more. The possibilities are endless.

There are several reasons WhatsApp is so popular. One is it doesn't use your voice minutes or text plan and when you use Wi-Fi, it also won't use any of your data. That means calling, texting and video chats are free! Another benefit is that anyone can use it. Unlike FaceTime, where

Benefits (continued)

both the caller and the recipient must have an Apple device, WhatsApp is available to users with many kinds of devices from many different brands. Third, it is used all over the world so you can connect with whoever you want no matter where they are.

With your DOROT user guide, you have everything you need to begin!

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Prerequisites

- Android smartphone, with 8.x (Oreo) or later
- Wi-Fi / Internet Access
- Google account added to smart phone (separate Quick Start Guide is available if needed)
- At least 2-3 persons in contacts to communicate with who have WhatsApp installed on their device and have a WhatsApp account.

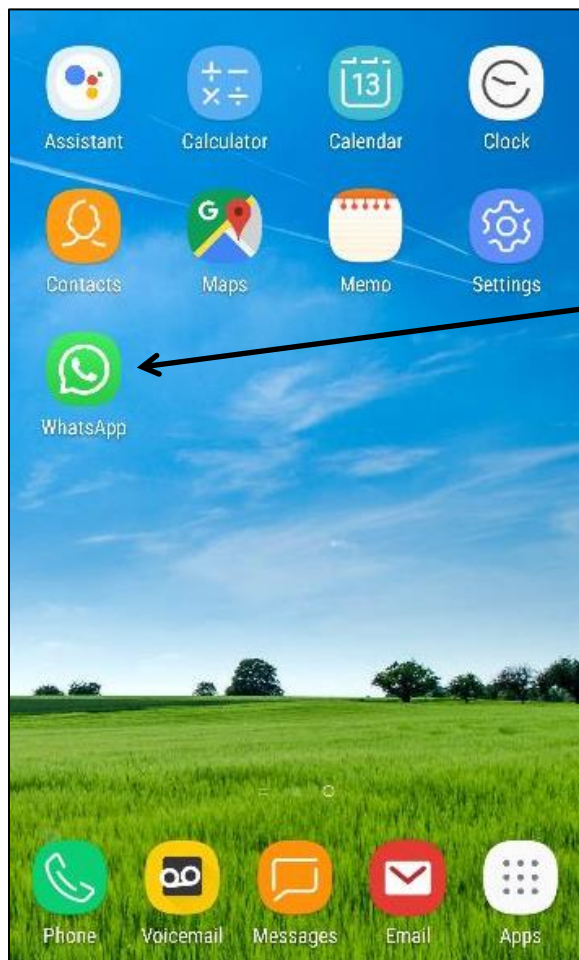# Connect Through Tech

Introduction

WhatsApp, owned by Facebook, is used by more than 1 billion people in more than 180 countries. An app, short for application, is a software program that allows you to perform a specific task or set of tasks. In addition to its ability to connect people internationally and often for free, WhatsApp is so popular because it combines all the tasks that are generally covered by individual apps for texting, calling, video chatting and sharing pictures and documents. This guide will show you how.

Connect Through Tech

First Time Running WhatsApp

Step 1. **Open** (start) *WhatsApp*. If WhatsApp is not yet installed, see Guide on *Select, Download and Install Apps*.
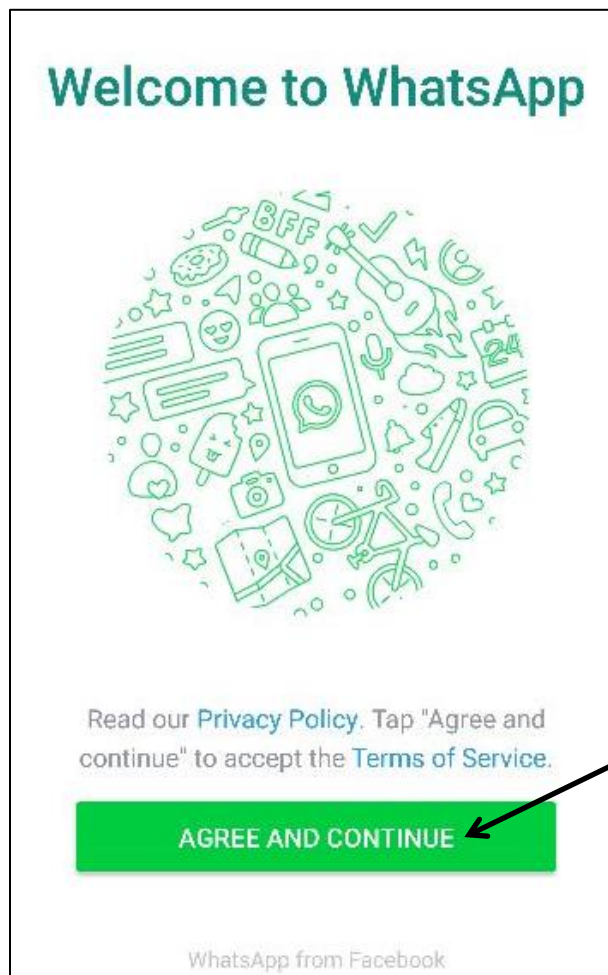

NOTE: This **icon** (picture) may be in a different location on your screen. If the **icon** (picture) is the same, it doesn't matter where it appears.

Connect Through Tech

First Time Running WhatsApp

Step 2. You must agree to be able to set up your account. "Terms and Conditions of Service" are part of every online account setup and can be a lengthy and technical read. It is an individual choice to read thoroughly or simply agree. **Click** (tap) *Agree & Continue* to accept Terms of Service.

Welcome to WhatsApp

Read our Privacy Policy. Tap "Agree and continue" to accept the Terms of Service.

AGREE AND CONTINUE

WhatsApp from Facebook

Connect Through Tech

First Time Running WhatsApp (continued)

Step 3. Unlike many other applications you may use, WhatsApp uses only your phone number for access – no user name or password is needed. **Enter** (type) your phone number, then **click** (tap) *Next*.

Connect Through Tech

First Time Running WhatsApp (continued)

Step 4. Review to confirm that you've entered your phone number correctly. If not, **click** (tap) *Edit* to return to step 3 to re-enter. Otherwise, **click** (tap) OK to continue.
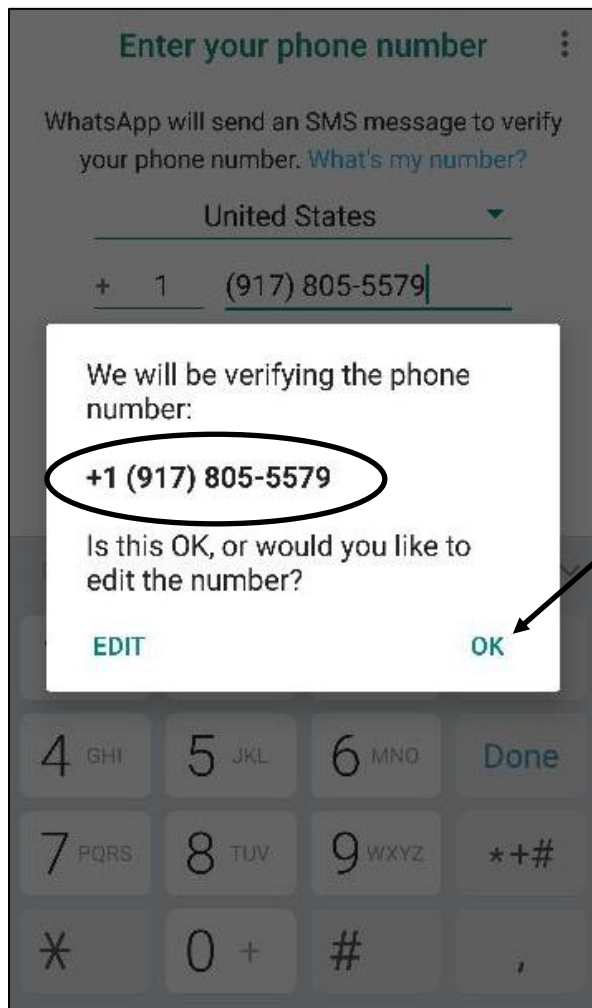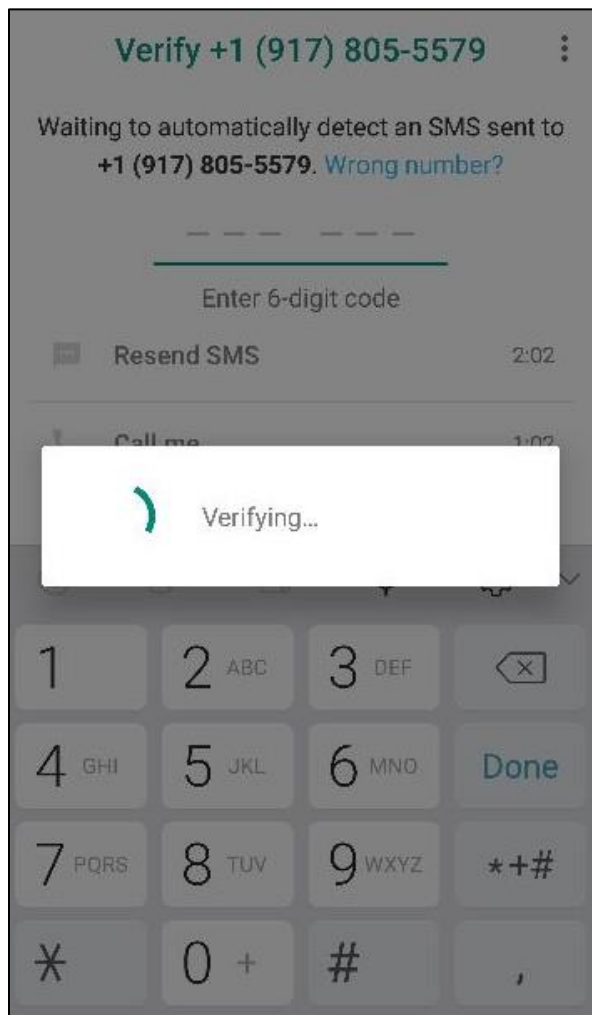
First Time Running WhatsApp (continued)

Step 6. WhatsApp will verify your phone number, using the text received in the text message. (If WhatsApp does not automatically detect the text message received, open your *Messages* app and enter the six-digit code received.)
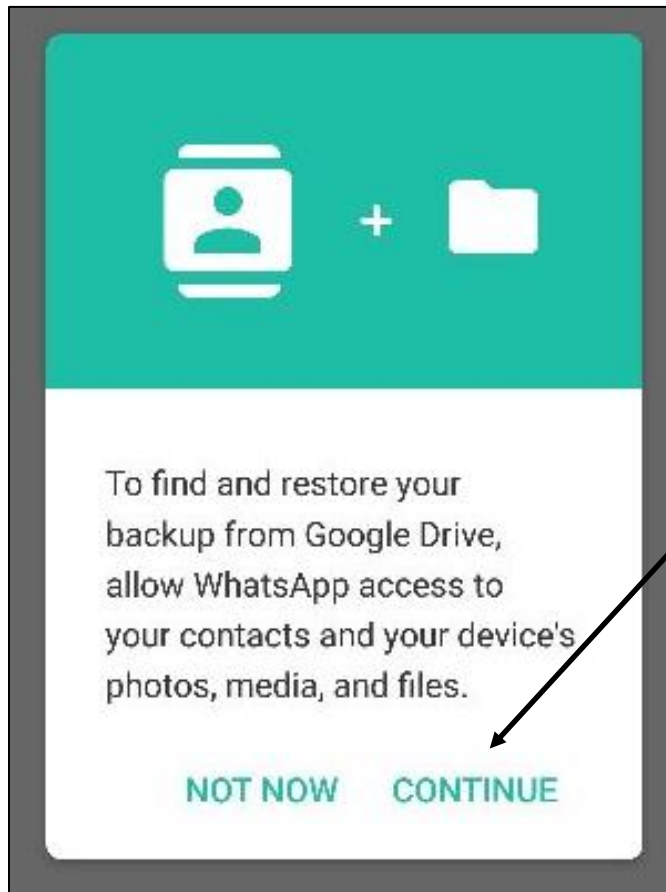
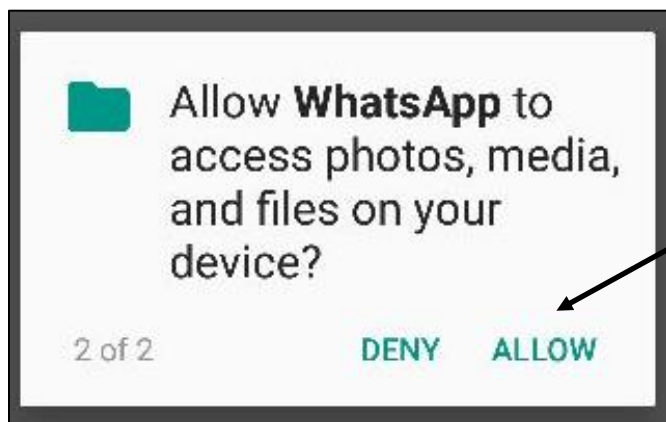**First Time Running WhatsApp (continued)**

Step 7. **Click** (tap) *Continue*.
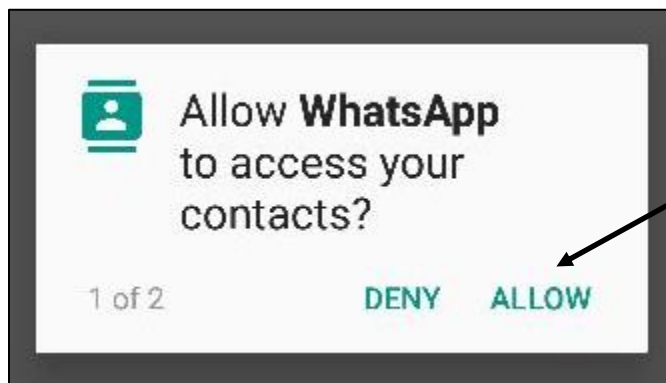
First Time Running WhatsApp (continued)

Step 8. Giving WhatsApp permission to access contacts and other files already on your device will make it easier to communicate through WhatsApp (recommended). If you choose *Deny,* when you want to communicate with someone for the first time, you will need to **enter** (type) their phone number or full name. **Click** (tap) *Allow* twice to grant this permission.
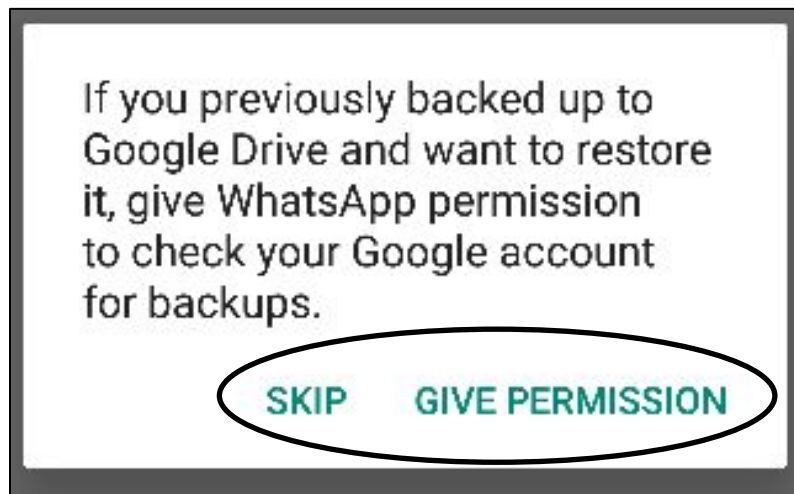
Allow **WhatsApp** to access your contacts?

1 of 2   DENY   ALLOW

Allow **WhatsApp** to access photos, media, and files on your device?

2 of 2   DENY   ALLOW

First Time Running WhatsApp (continued)

Step 9. If you've used WhatsApp previously and would like to restore a backup that you've saved on Google Drive, **click** (tap) *Give Permission*. If not, **click** (tap) *Skip*.

If you previously backed up to Google Drive and want to restore it, give WhatsApp permission to check your Google account for backups.

SKIP   GIVE PERMISSION

First Time Running WhatsApp (continued)

Step 10. **Enter** (type) name (and an optional photo). If you prefer, you can give yourself a nickname for your profile. Anyone contacting you through WhatsApp will only see your name as they have listed it in their contacts.
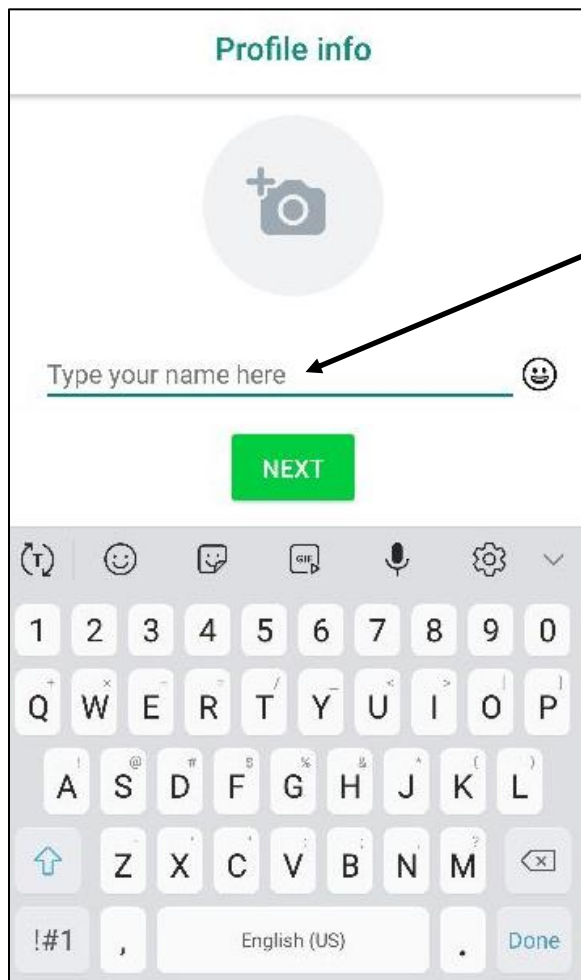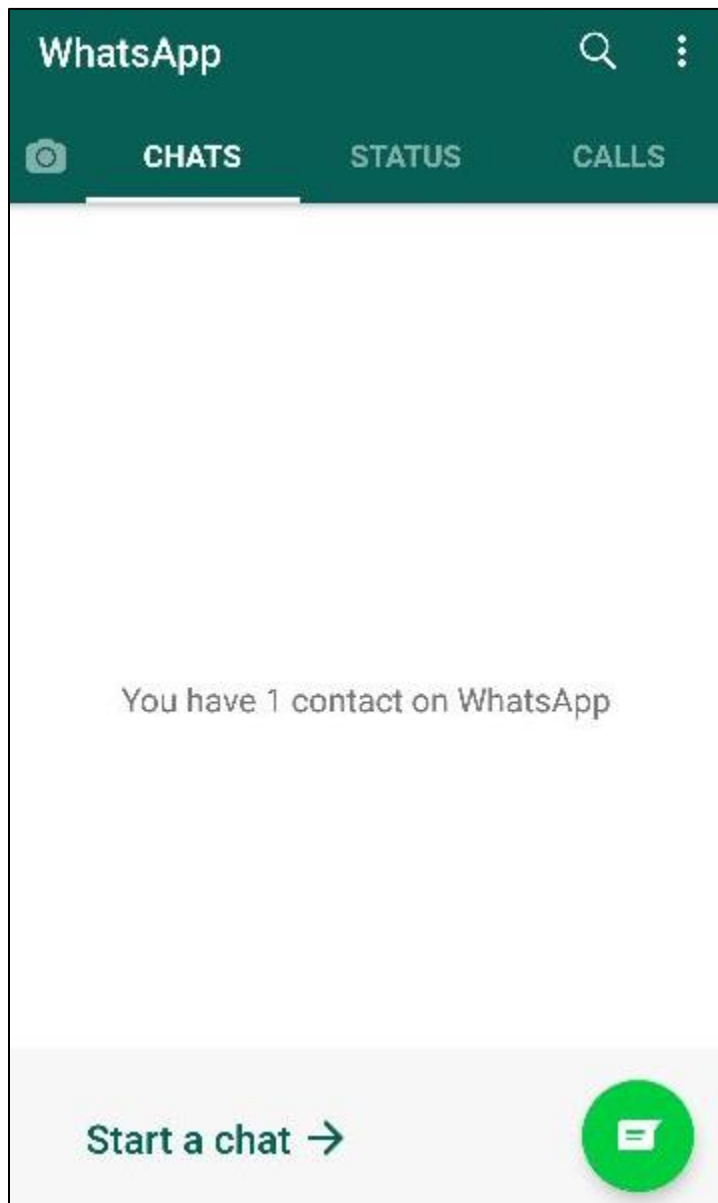
Connect Through Tech

First Time Running WhatsApp (continued)
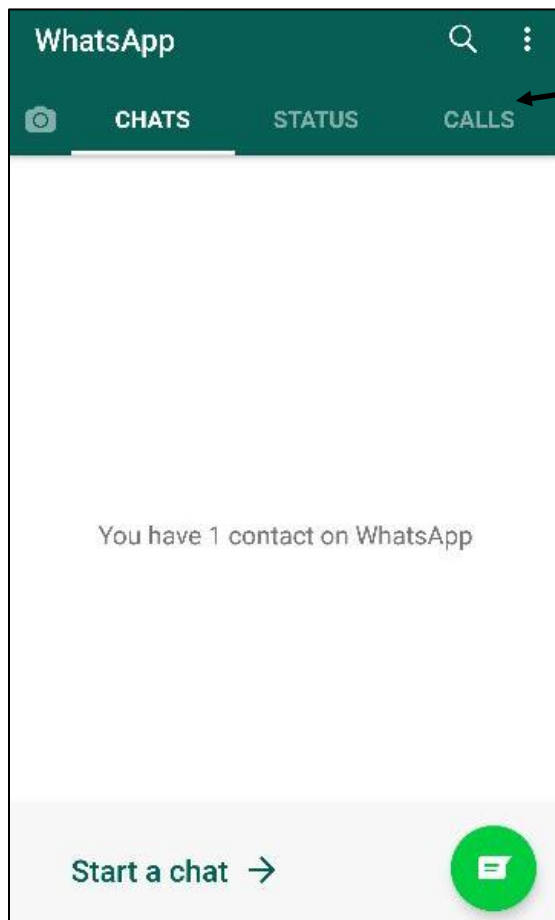
Step 11. You are ready to use WhatsApp!

Connect Through Tech

Calls – Phone

Calls are for audio or video calls. When entering WhatsApp, you will start with the most recent function you used. Check the highlighted heading on top of screen to see where you are. (in example below, *Chat* is current function).

Step 1. If not already in *Calls*, **click** (tap) on *Calls* to move there.

Connect Through Tech

Calls – Phone (continued)

Step 2. If this is your first WhatsApp call, **click** (tap) on phone icon on bottom right of screen to select a contact to call (shown on left). If you have already made calls on WhatsApp, you can call someone who you've previously spoken to with WhatsApp by **clicking** (tapping) on their name to call again (shown on right) and skip to Step 4.
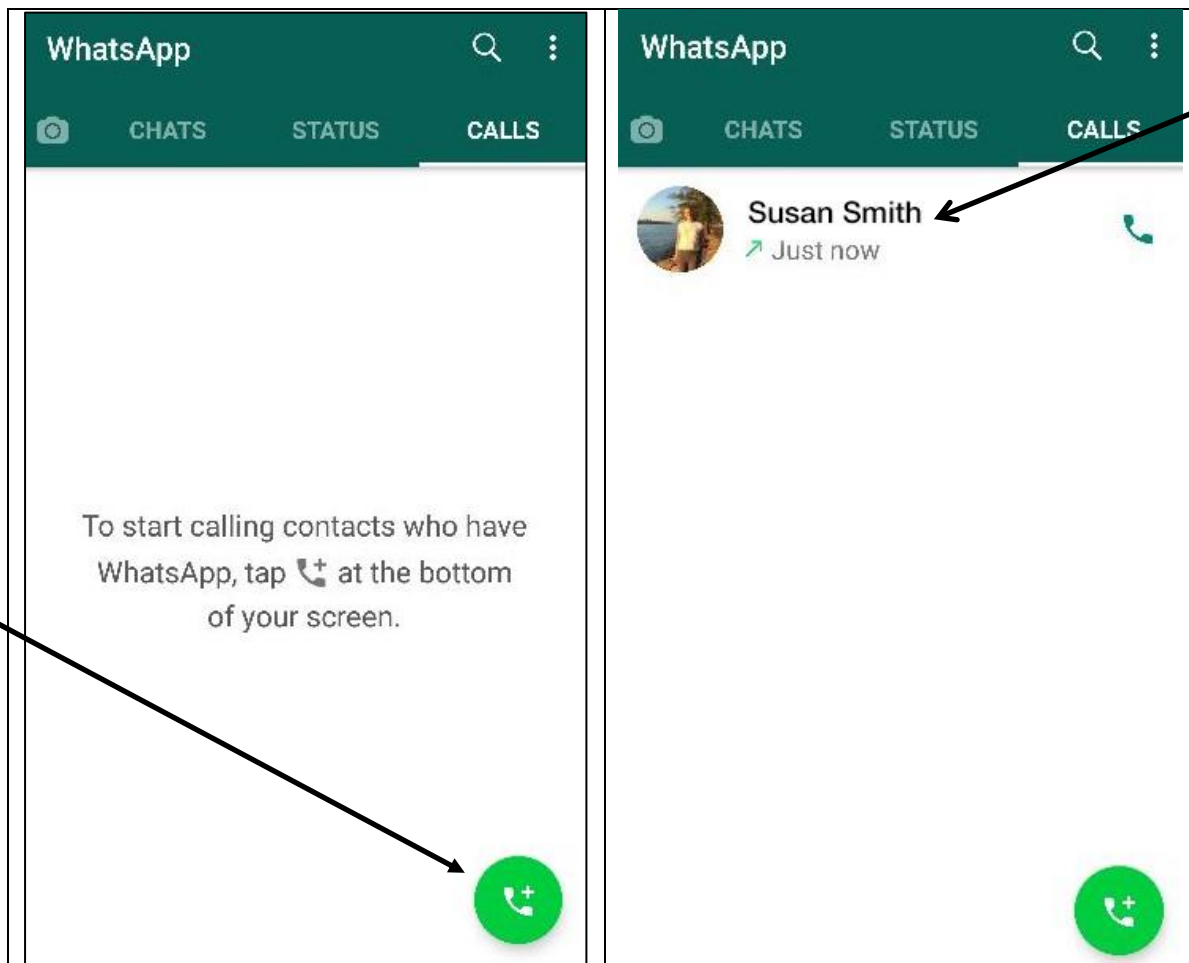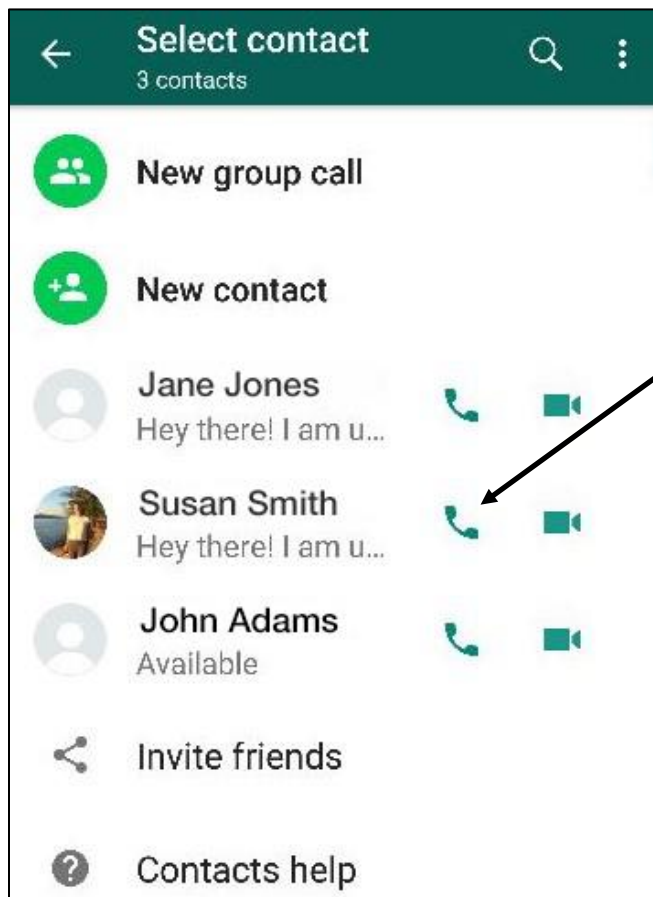
Connect Through Tech

Calls – Phone (continued)

Step 3. For person you would like to contact, **click** (tap) on phone **icon** (picture) to make a phone call. When you click on the phone icon, it will display all your contacts who use WhatsApp. If you don't see a person from your contacts list, that means they don't have WhatsApp.

NOTE - You may only call people who are in your contact list, not by directly entering a phone number.
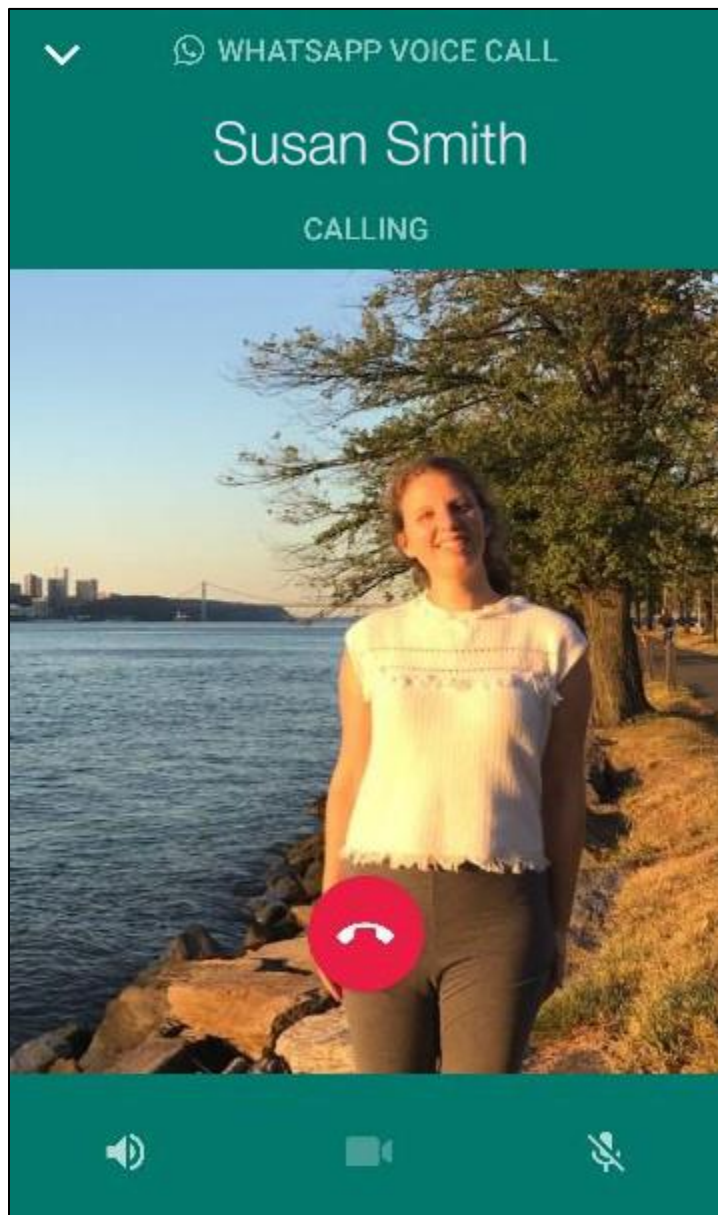
Calls – Phone (continued)
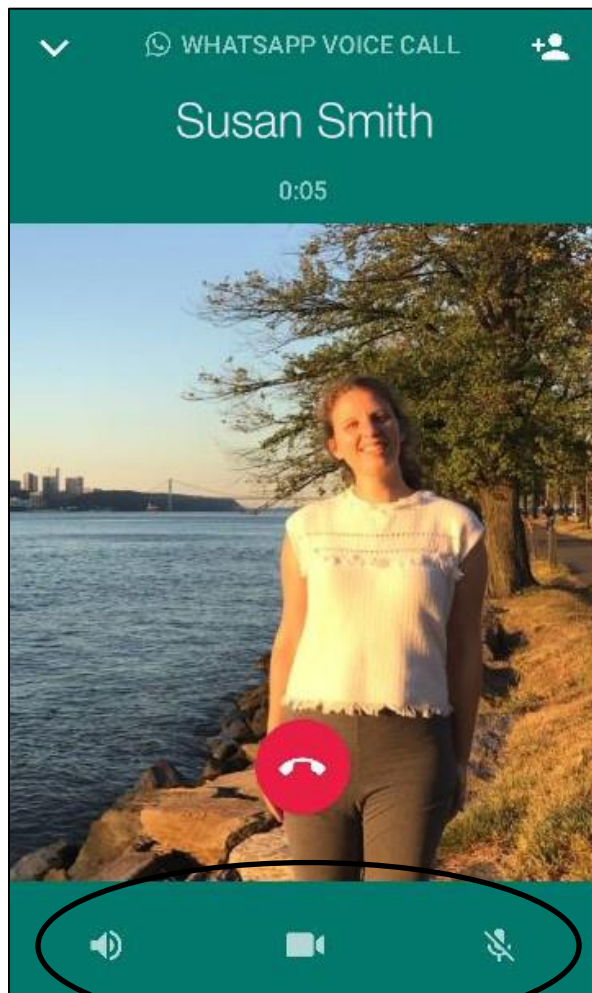
Step 4. Wait for person to pick up call.

Connect Through Tech

Calls – Phone (continued)

Step 5. Enjoy your conversation! Screen **icons** (pictures) will display for:

- 🔊 *Speaker* to activate speakerphone
- 🎥 *Video call* to switch to video call (see page 24)
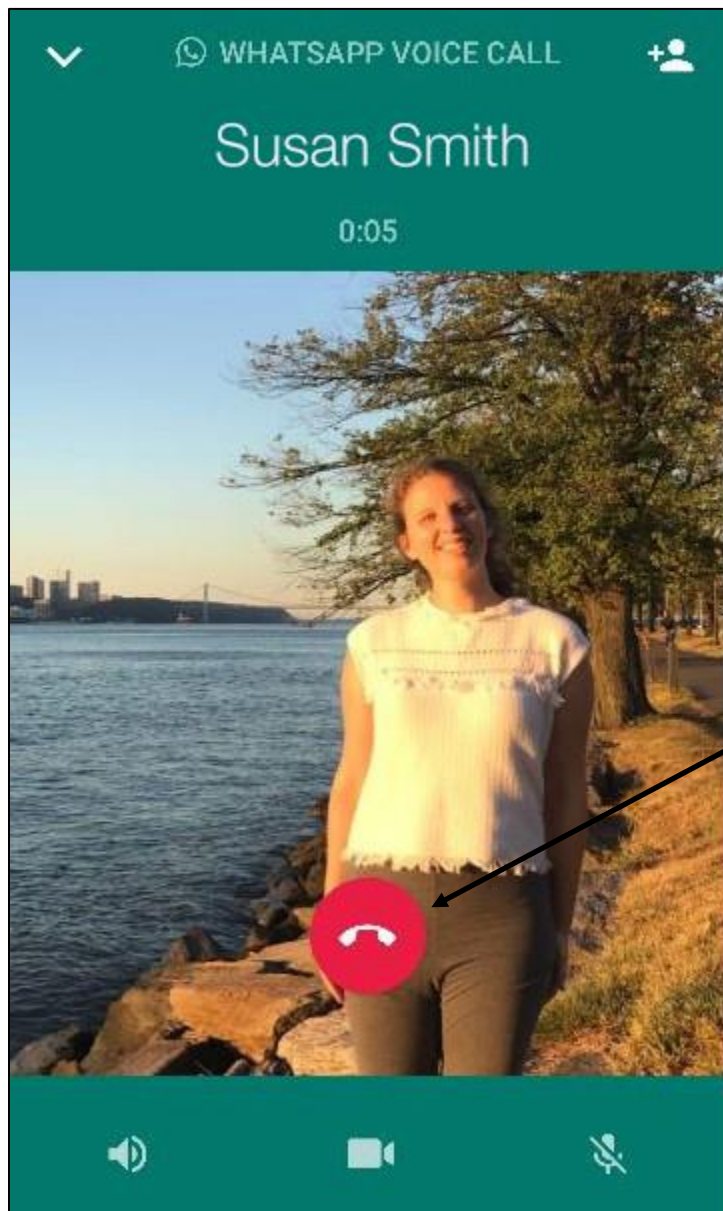- 🎙 *Mute* to silence your microphone

Calls – Phone (continued)

Step 5. **Click** (tap) red button to end call.

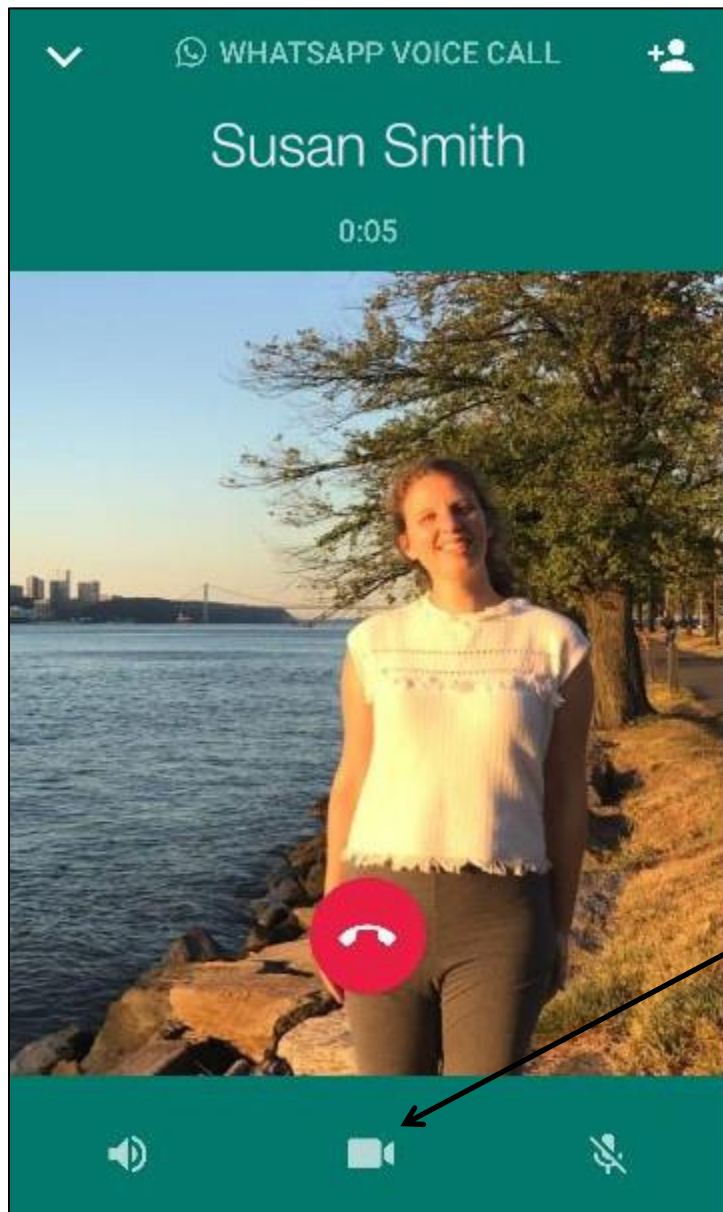# Connect Through Tech

Switching from Phone to Video

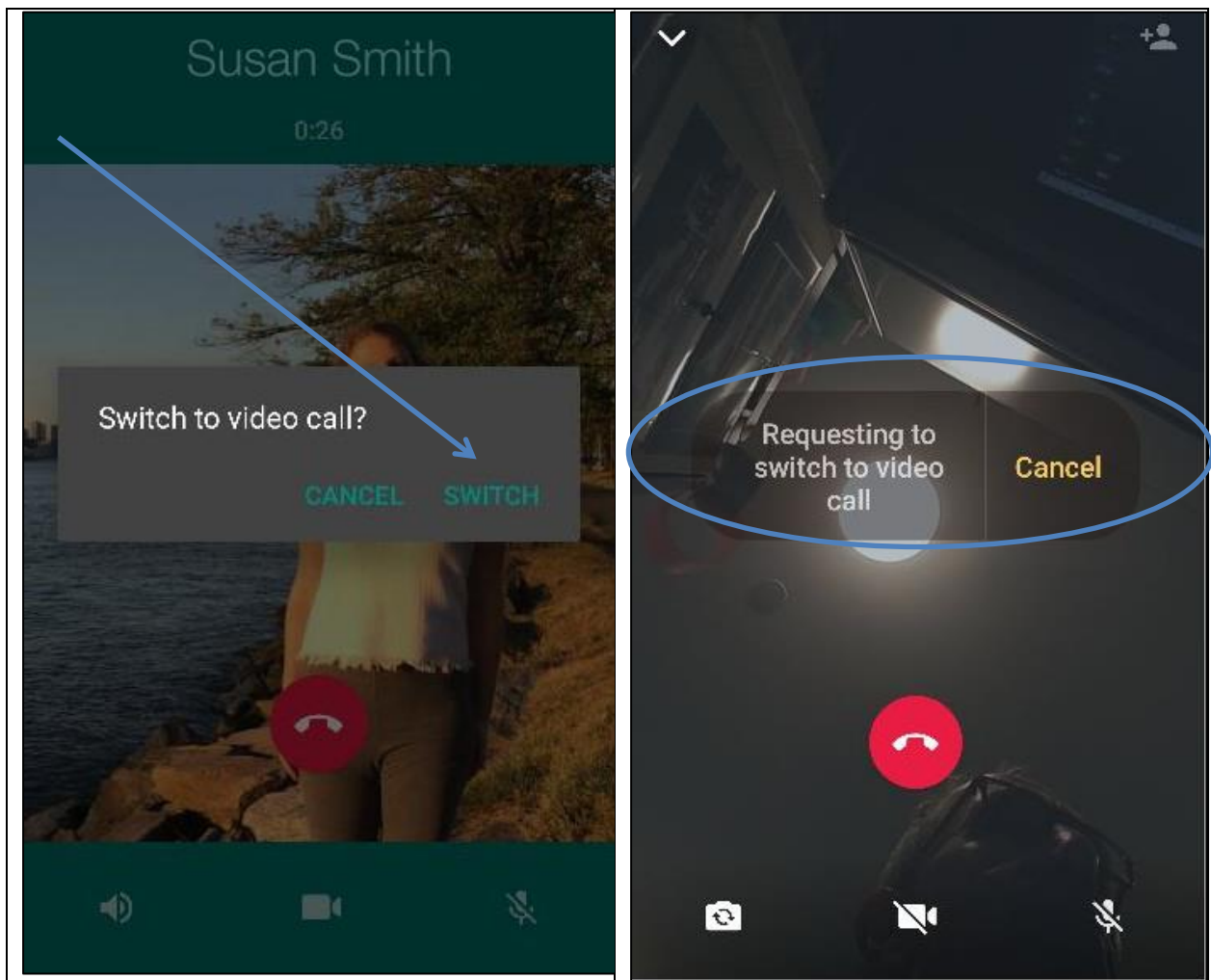Step 1. While on a phone call, **click** (tap) on 📹 **icon** (picture).

Connect Through Tech

Switching from Phone to Video (continued)

Step 2. **Click** (tap) on *Switch* (shown on left) to confirm that you wish to add video to your call, then wait for other person to accept your invitation to add video to your call (shown on right).

Connect Through Tech

Switching from Phone to Video (continued)

Step 3. Once they have accepted, their image will appear on your screen and your image will appear in a small window in the lower corner of your screen. Enjoy your video call! **Click** (tap) red button to end call. Screen icons are explained on next page.

Switching from Phone to Video (continued)

Screen **icons** (pictures) can be used to:

- 📷 switch to out facing camera
- 📹 turn off your camera **
- 🎤 mute your microphone

If the icons (pictures) disappear, simply **click** (tap) anywhere on screen to restore them.

**NOTE: It is not possible to switch from a video call to an audio call. What you can do is to turn off your camera and continue the call without being visible.
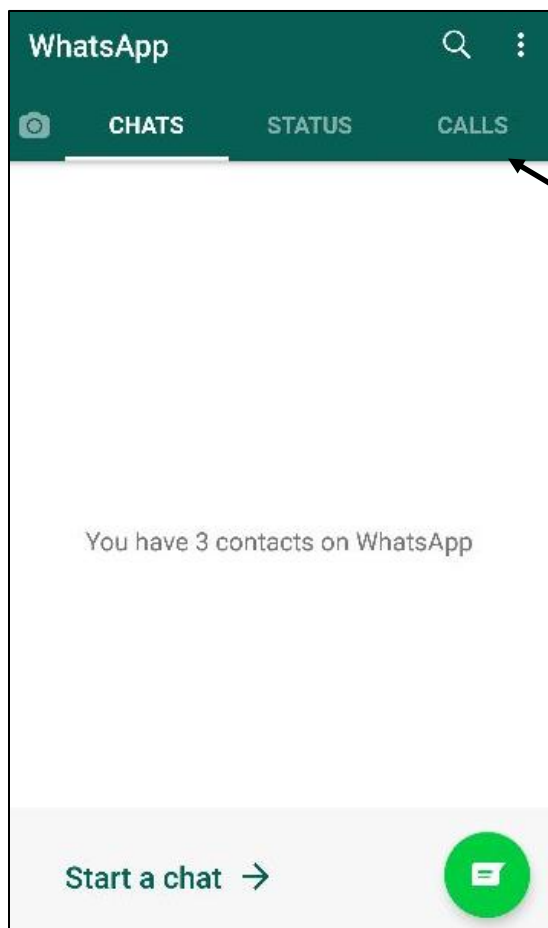
Connect Through Tech

Calls – Video

Calls are for audio or video calls. When entering WhatsApp, you will start with the most recent function you used. Check the highlighted heading on top of screen to see where you are (*Chats* are highlighted below).

Step 1. If not already in *Calls*, **click** (tap) on *Calls* to move there.

Calls – Video (continued)

Step 2. If this is your first WhatsApp call, **click** (tap) on phone icon on lower right of screen to select a contact to call (shown on left). If you have already made calls on WhatsApp, you can call someone who you've previously spoken to with WhatsApp by **clicking** (tapping) on their name to call again (shown on right) and skip to Step 4.
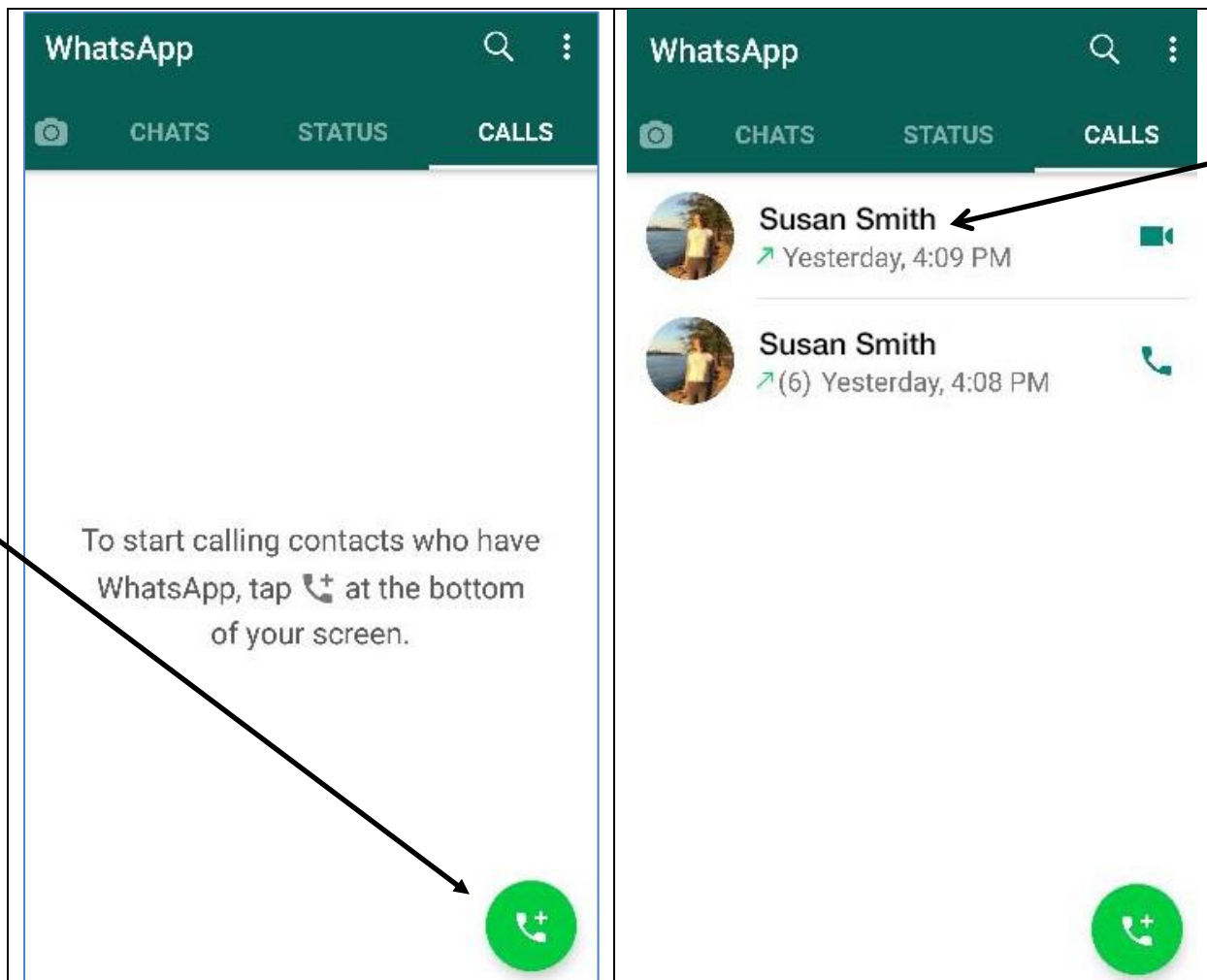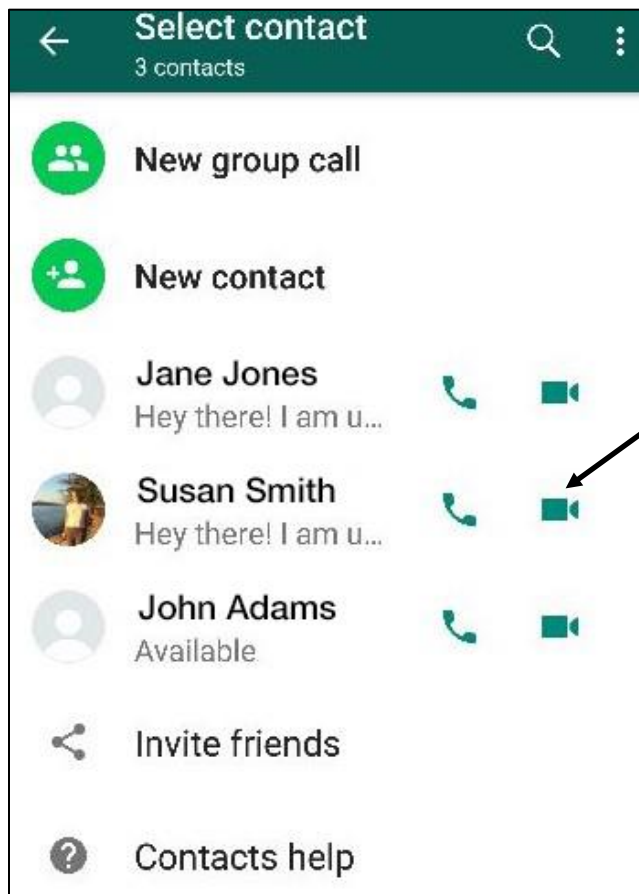
Calls – Video (continued)

Step 3. For person you would like to contact, **click** (tap) on
📹 **icon** (picture) to make a video call. When you click on
the video icon, it will display all of your contacts who use
WhatsApp. If you don't see a person from your contacts
list, that means they don't have WhatsApp.

NOTE - You may only call people who are in your contact
list, not by directly entering a phone number.

Connect Through Tech

Calls – Video (continued)

Step 4. While waiting for person to pick up call, name of person will appear.

Connect Through Tech

Calls – Video (continued)

Step 5. When they pick up, you will see their face on the screen. Enjoy your video call! Screen **icons** (pictures) are explained on next page.

Calls – Video (continued)

Screen **icons** (pictures) can be used:

- switch to outward facing camera
- turn off your camera**
- mute your microphone

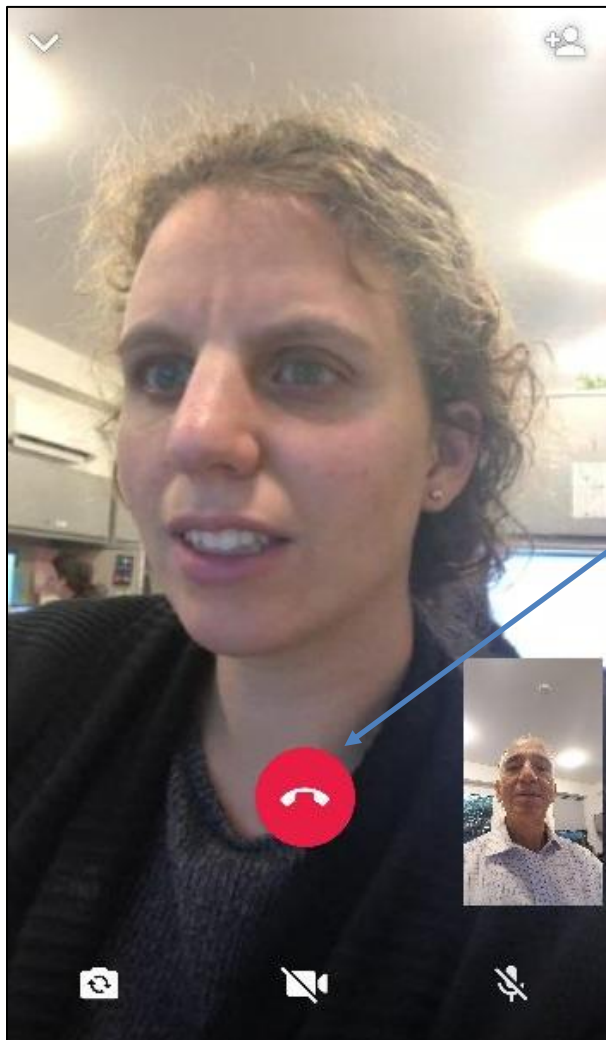If the **icons** (pictures) disappear, simply **click** (tap) anywhere on screen to restore them.

**NOTE - It is not possible to switch from a video call to an audio call. What you can do is to turn off your camera and continue the call without being visible.

Calls – Video (continued)

Step 6. **Click** (tap) red button to end call.

Flipping Camera

Sometimes you may want to show the person you are calling something other than yourself, like the place you are visiting, other people at your location, items you have purchased or an event you are attending.

During a WhatsApp call, you can choose to flip your camera in opposite directions – facing towards you or away from you. By default, the camera faces the caller, so the caller and objects behind the caller are on the screen. When you flip the camera, it faces the other direction, showing what is seen behind the phone, i.e. what the caller is looking towards rather than what is behind the caller. This concept will become clearer when you practice using this feature.

Flipping Camera (continued)

Step 1. While on a video call, tap screen to display screen

icons, then **click** (tap) on [camera icon] **icon** (picture).

Flipping Camera (continued)

Step 2. Point phone to display what you would like other person to see, like a plant. Screen below shows what you will see on your phone, with the person you are calling remaining a large image. The small image of you in the corner is replaced with what camera is now focused on.

# Connect Through Tech

Flipping Camera (continued)

To get a larger picture on your screen of what you are showing on the caller, **double click** (tap twice quickly) on small window image. Now your view is the same size as what your caller sees. When ready to return to previous view, **double click** (tap twice quickly) on picture.
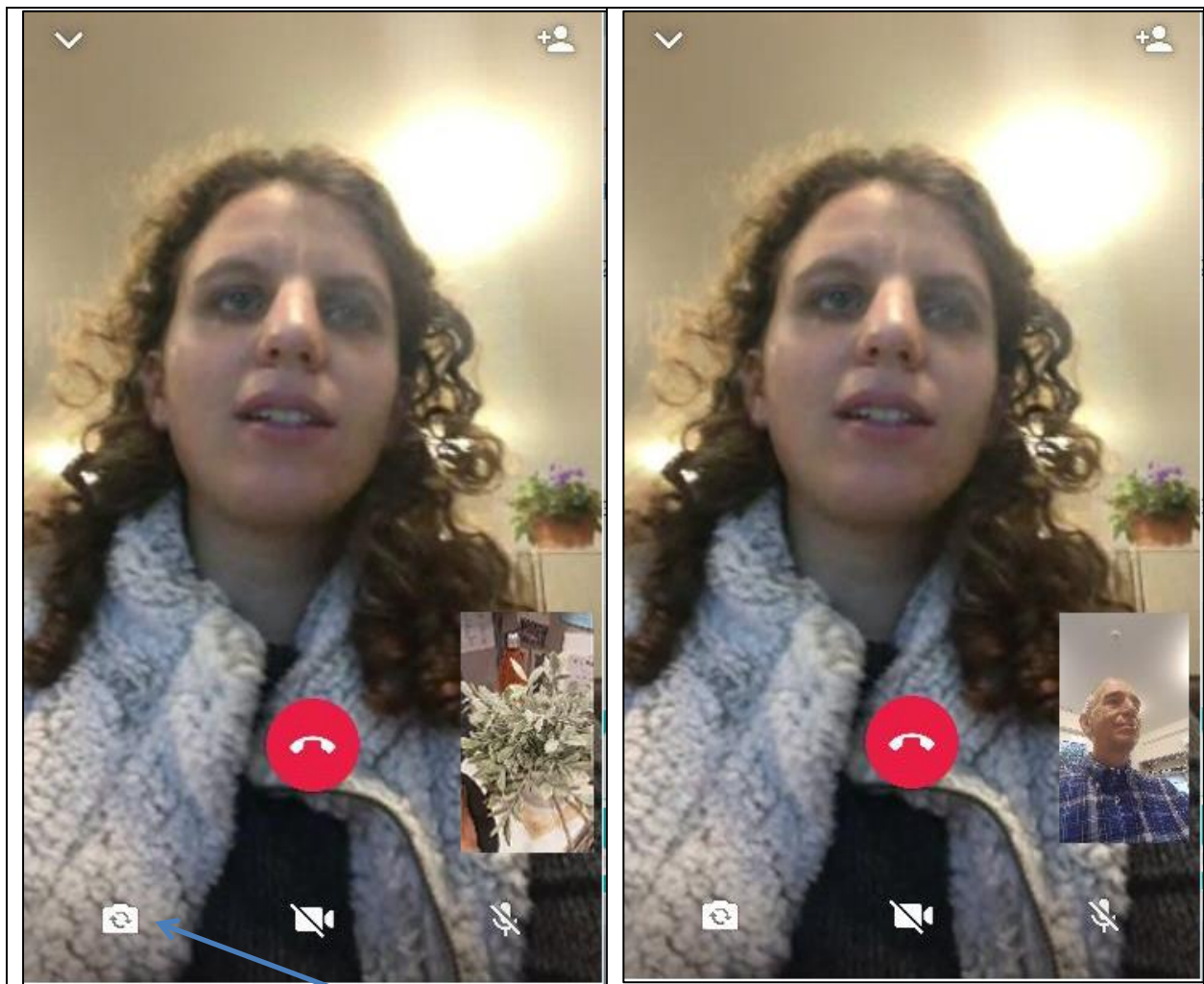
Flipping Camera (continued)
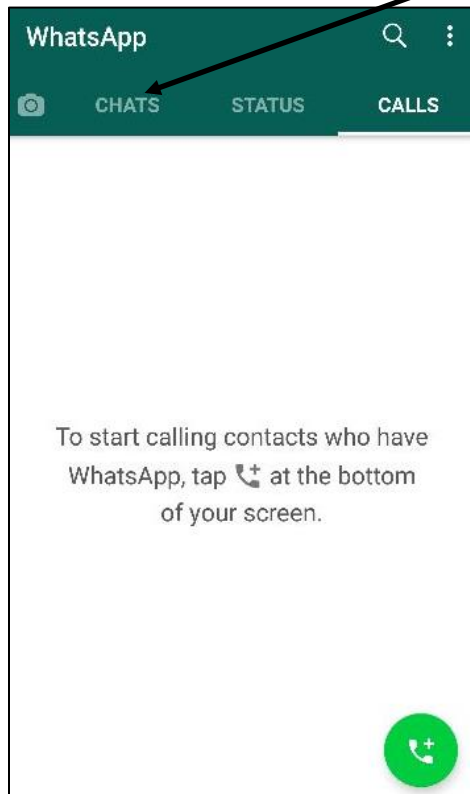
Step 3. **Click** (tap) on to return to self-image (shown on right).

Chats (Texts) - Individual

Chats (texts) are used to send text messages to individuals or to a group (see page 44).

When entering WhatsApp, you will start with the most recent function you used. Check the highlighted heading on top of screen to see you are (in example below, *Calls* is highlighted).

Step 1. If not already in *Chats*, **click** (tap) on *Chats* on top menu.

WhatsApp

CHATS   STATUS   CALLS

To start calling contacts who have WhatsApp, tap ⎏ at the bottom of your screen.

Connect Through Tech

Chats (Texts) – Individual (continued)

Step 2. If this is your first WhatsApp chat, **click** (tap) on

icon on bottom right of screen to select contact (shown on left).

To reach someone you've recently chatted with on WhatsApp, **click** (tap) on their name in the list of recent chats to continue chat (shown on right) and skip to Step 4.
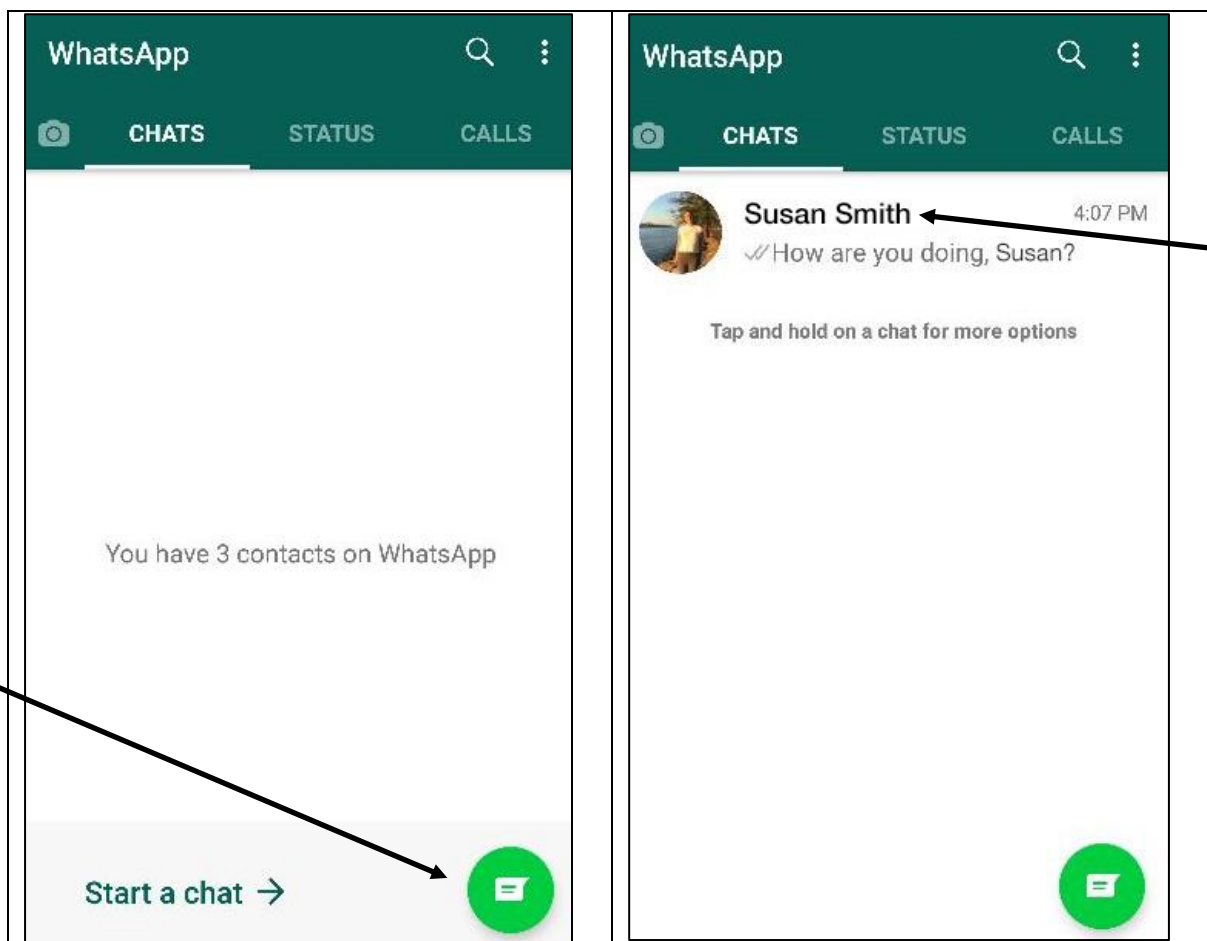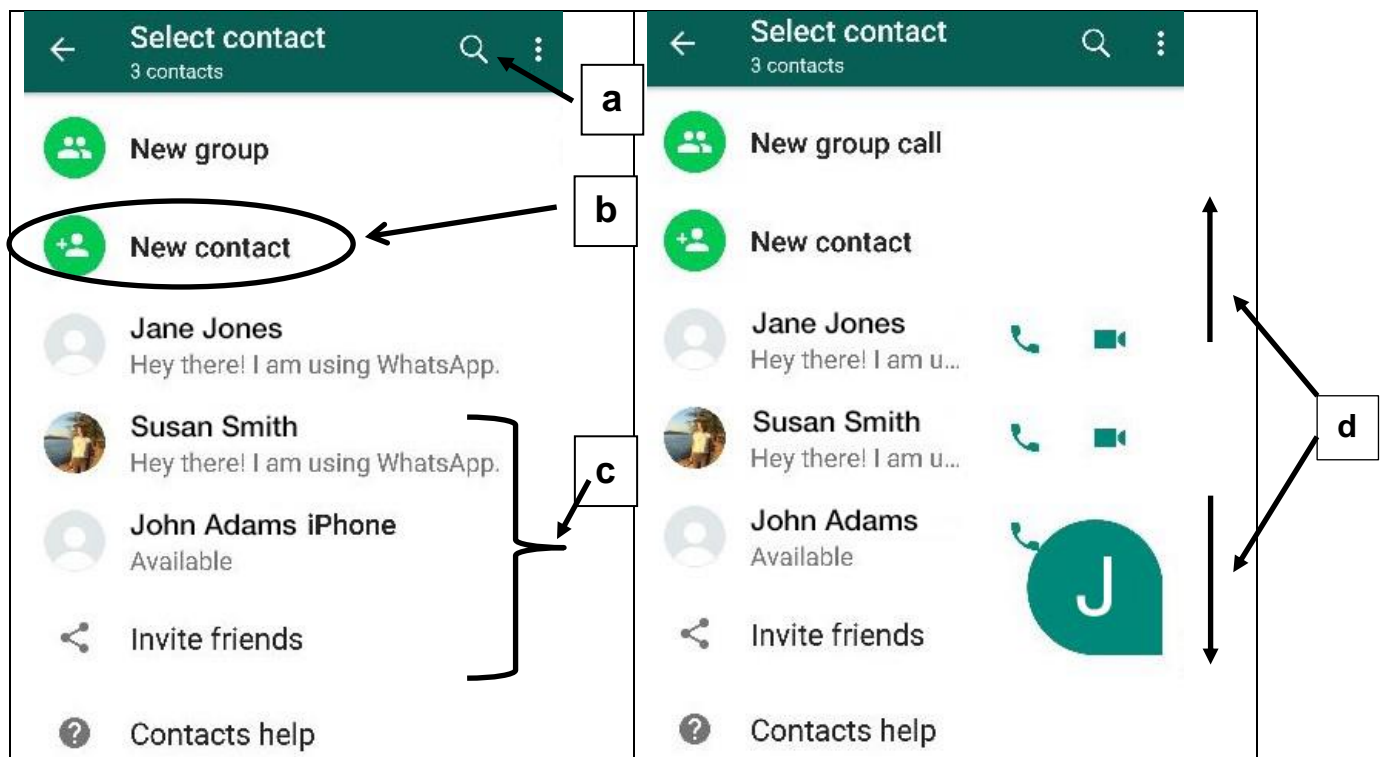
Connect Through Tech

Chats (Texts) – Individual (continued)

Step 3. If they are not in your list of recent chats, select the person to chat with by one of the options below:

a. **Click** (tap) search icon to find desired person OR
b. Create new contact by entering phone number for person not in contacts OR
c. Scroll down to find person
d. Scroll on right side of screen to search by first letter of last name
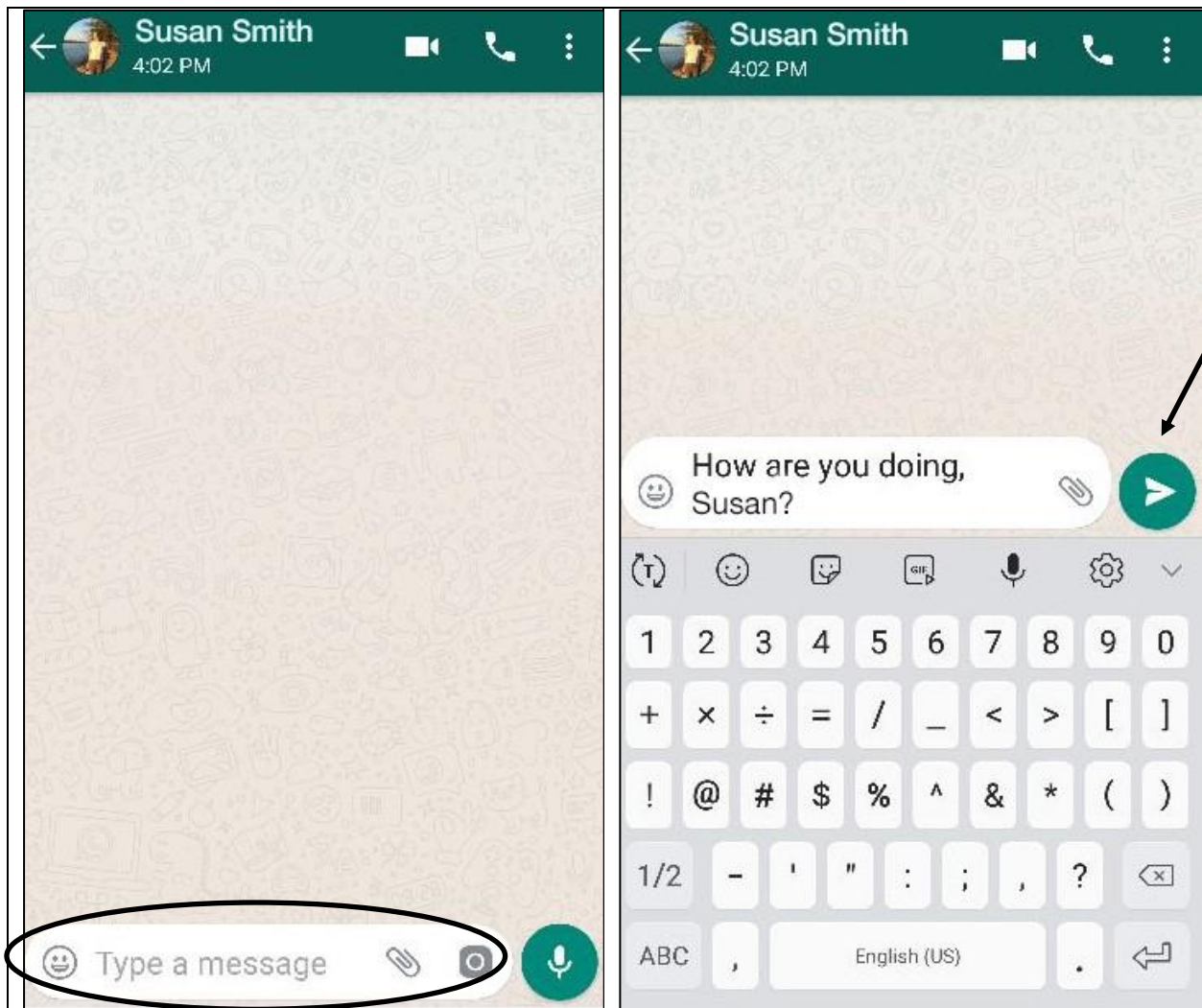
Then **click** (tap) on person's name.

Chats (Texts) – Individual (continued)

Step 4. Compose message in area on bottom of screen, then **click** (tap) green arrow to send.

Chats (Texts) – Individual (continued)

Step 5. Your chat message is sent. It will appear with a check mark next to it.

Chats (Texts) – Group

Chats (texts) are used to send text messages to individuals (see page 36) or to groups.

When entering WhatsApp, you will start with the most recent function you used. Check the highlighted heading on top of screen to see where you are (in example below, *Calls* is selected).

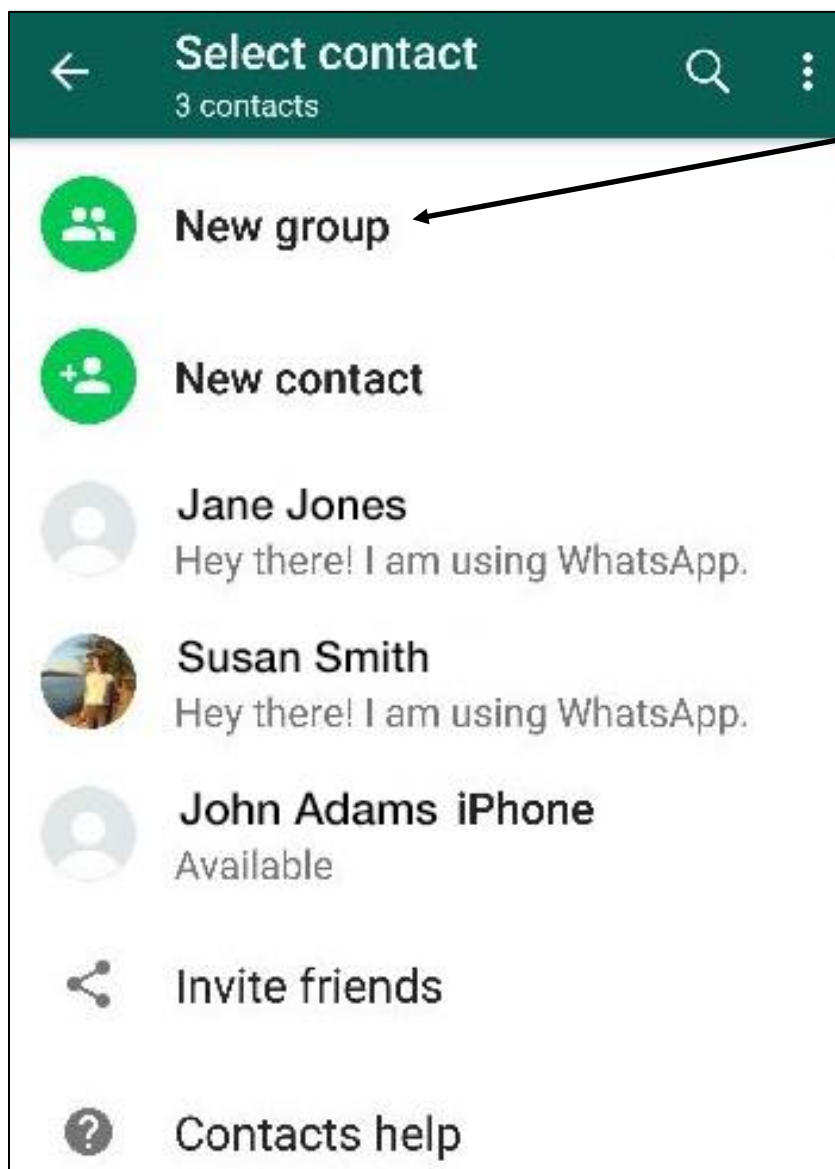Step 1. If not already in *Chats*, **click** (tap) on *Chats* on top menu.
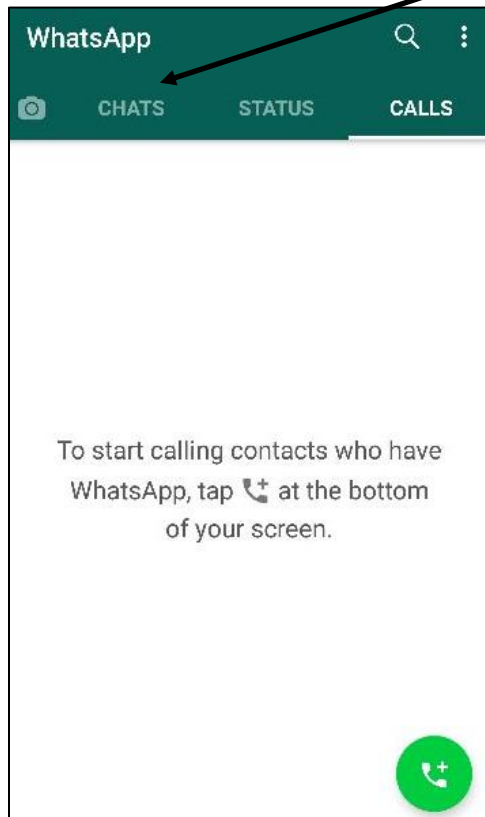
Chats (Texts) – Group (continued)

Step 2. If you want to send a message to more than one person and have everyone respond to all those in the group, **click** (tap) on *New Group*.
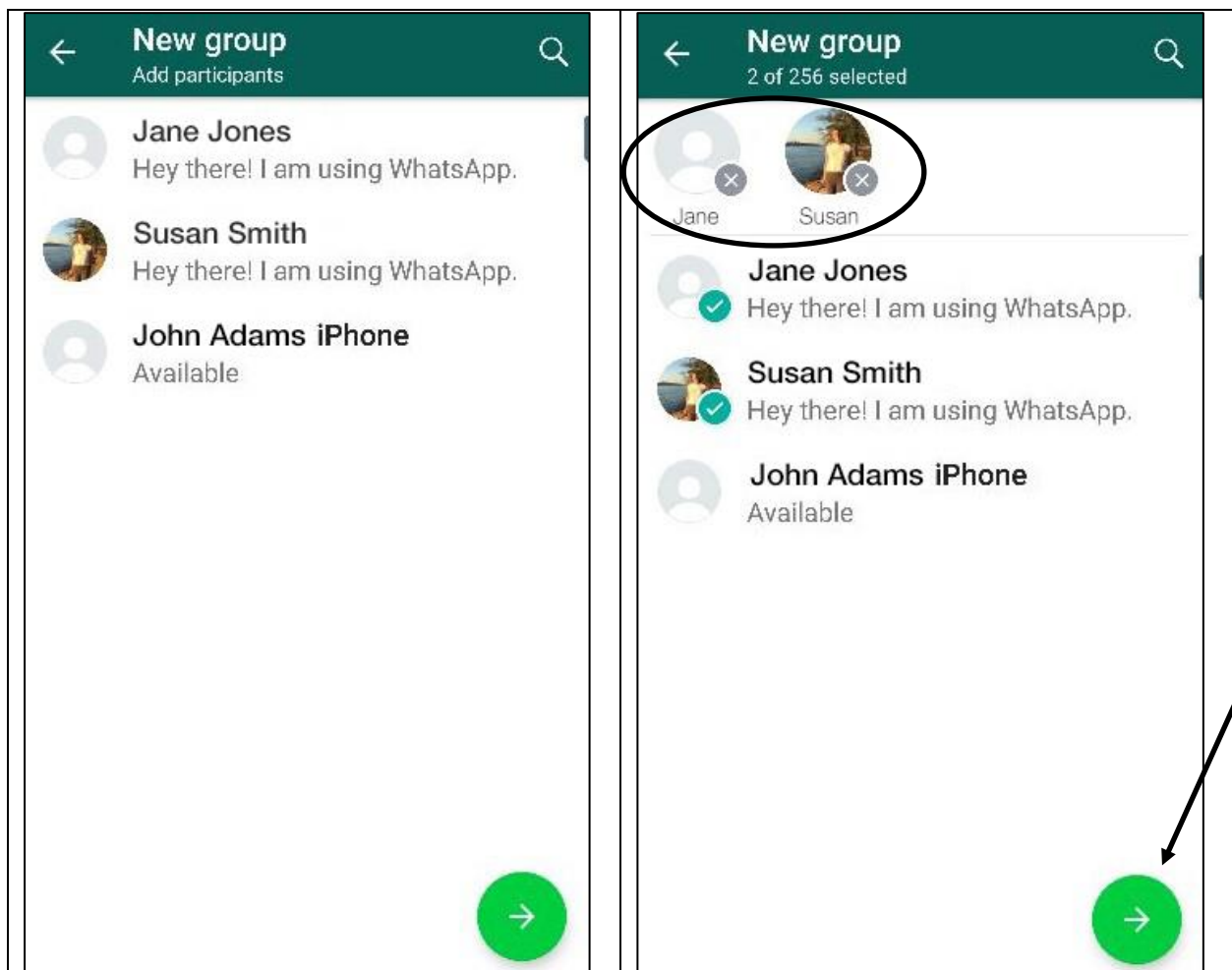
Connect Through Tech

Chats (Texts) – Group (continued)

Step 3. A list of your contacts who have WhatsApp accounts will appear. **Click** (tap) on names of those to include in your group. You may need to scroll down to see your entire list. Their names (and pictures, if you included in your contacts) will appear in top row. **Click** (tap) **icon** (picture) to continue.
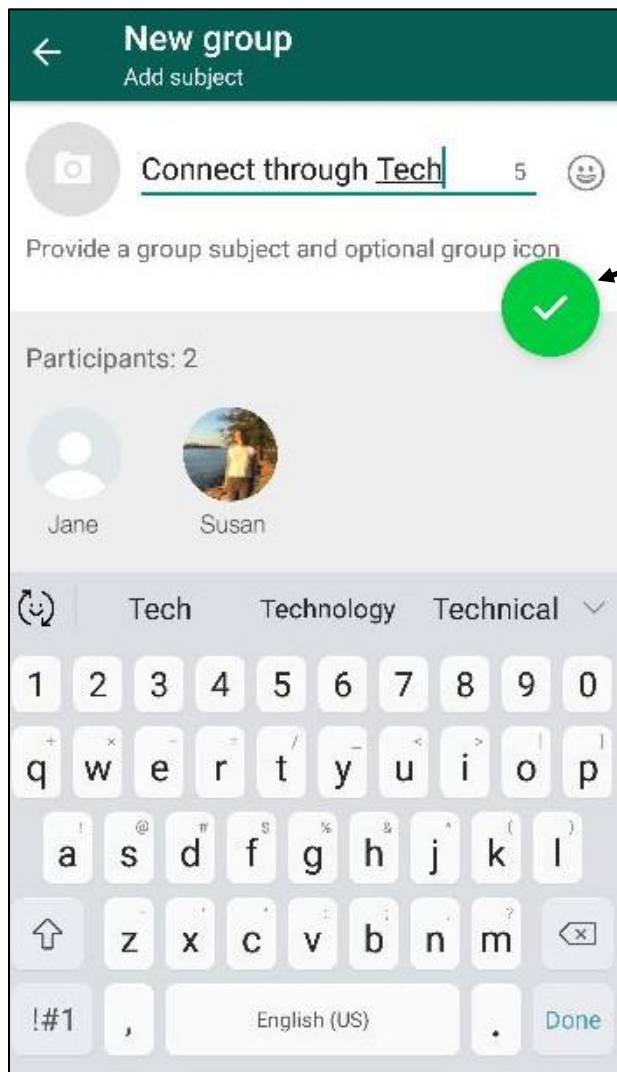
Chats (Texts) – Group (continued)

Step 4. Enter a group name and, if desired, a group icon. Group icons can be fun if it is a group you will chat with regularly. Below, the name *Connect through Tech* is chosen. **Click** (tap) on ✓ **icon** (picture) to continue.
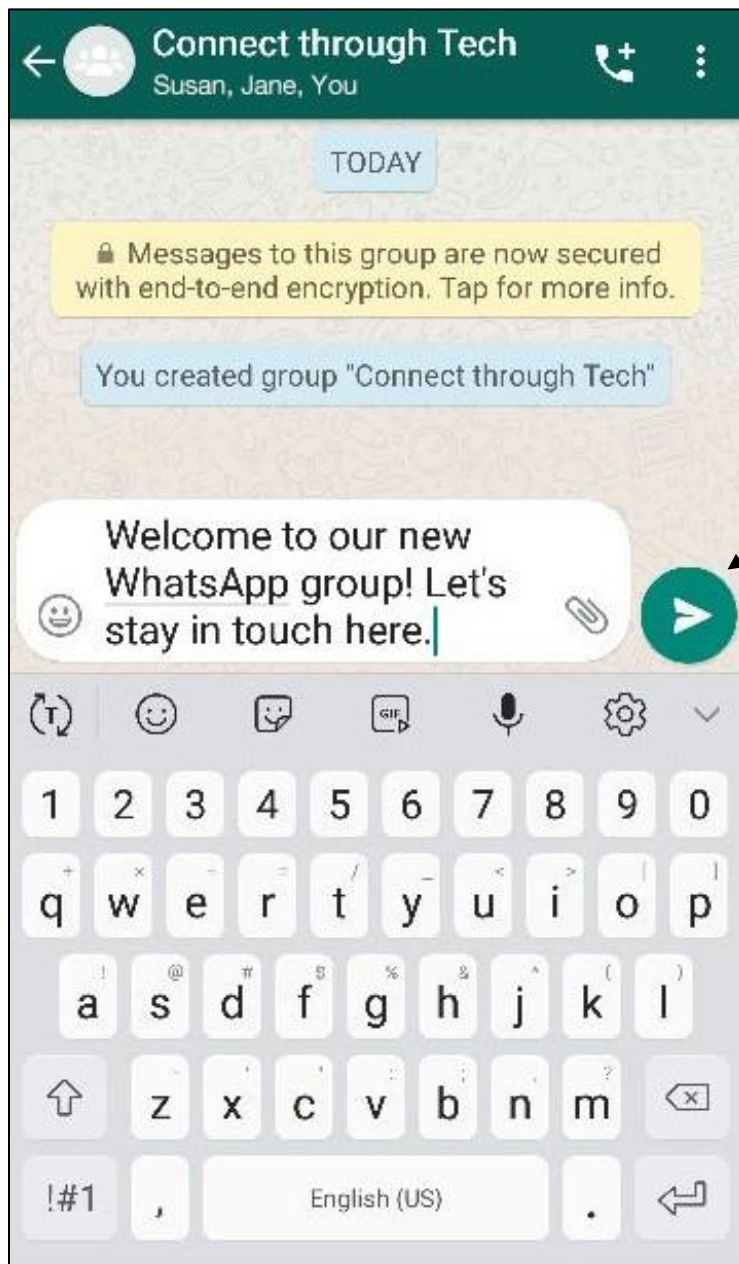
Connect Through Tech

Chats (Texts) – Group (continued)

Step 5. Compose your message in the box above the keyboard. **Click** (tap) green arrow to send.

Connect Through Tech

Chats (Texts) – Group (continued)

Step 6. Message is sent to your group. When recipients reply, their responses will be sent to all group members. Two check marks will appear when all group members have read your message.
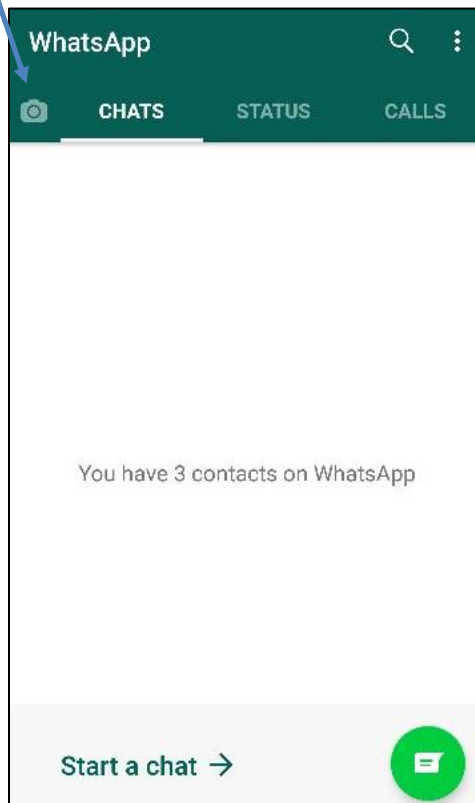
Connect Through Tech

Camera

Camera can be used to take and send new pictures or send ones already on your phone.

When entering WhatsApp, you will start with the most recent function you used. Check the heading on top of screen to see where you are (in example below, *Chats* is selected).

Step 1. If not already in *Camera*, **click** (tap) on 📷 **icon** (picture) on top menu.
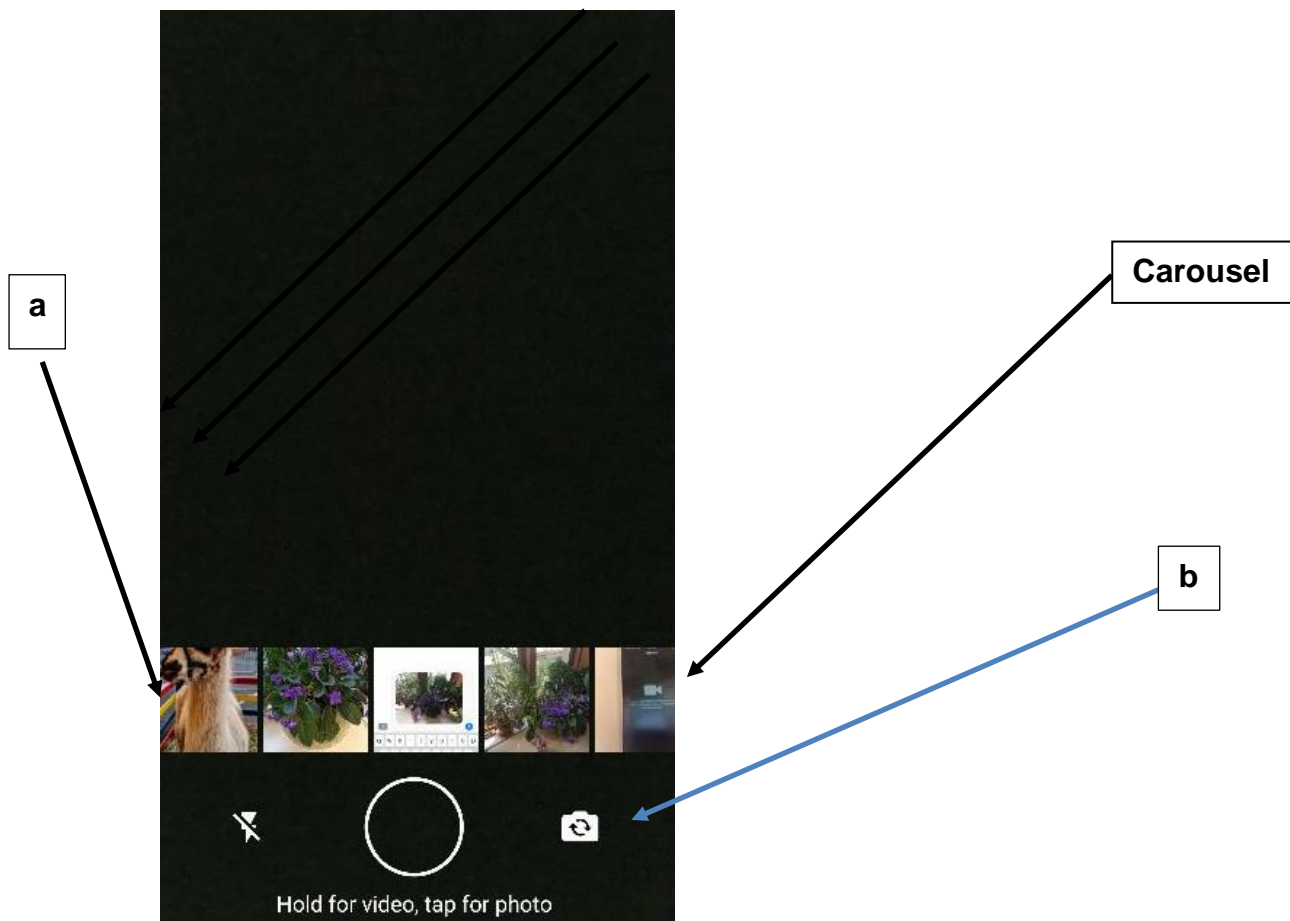
Camera (continued)

Step 2. Your options are to:

a. *Swipe* left or right on **carousel** (strip of pictures on your camera) to select photo already on camera (demonstrated below).

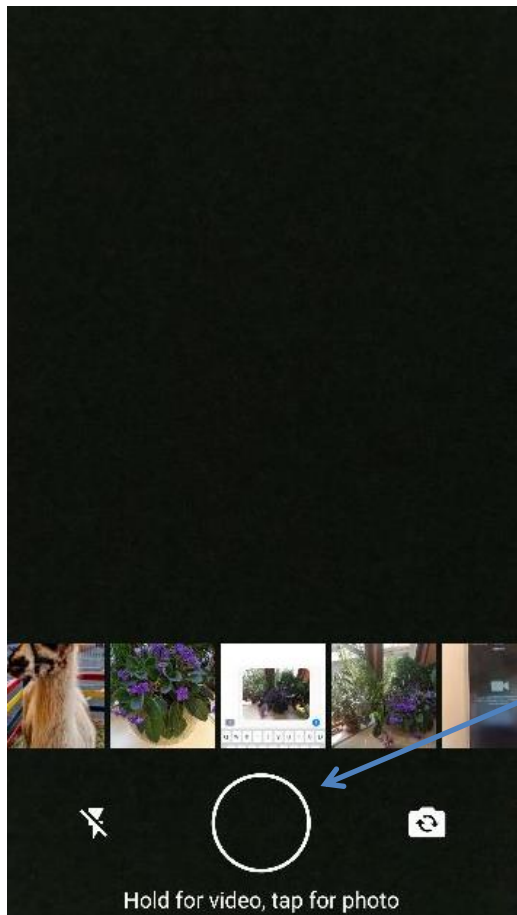b. **Click** (tap) on bottom right icon to use selfie camera

a

Carousel

b

Hold for video, tap for photo

Camera (continued)

c. **Click** (tap) on circle to take a new photo
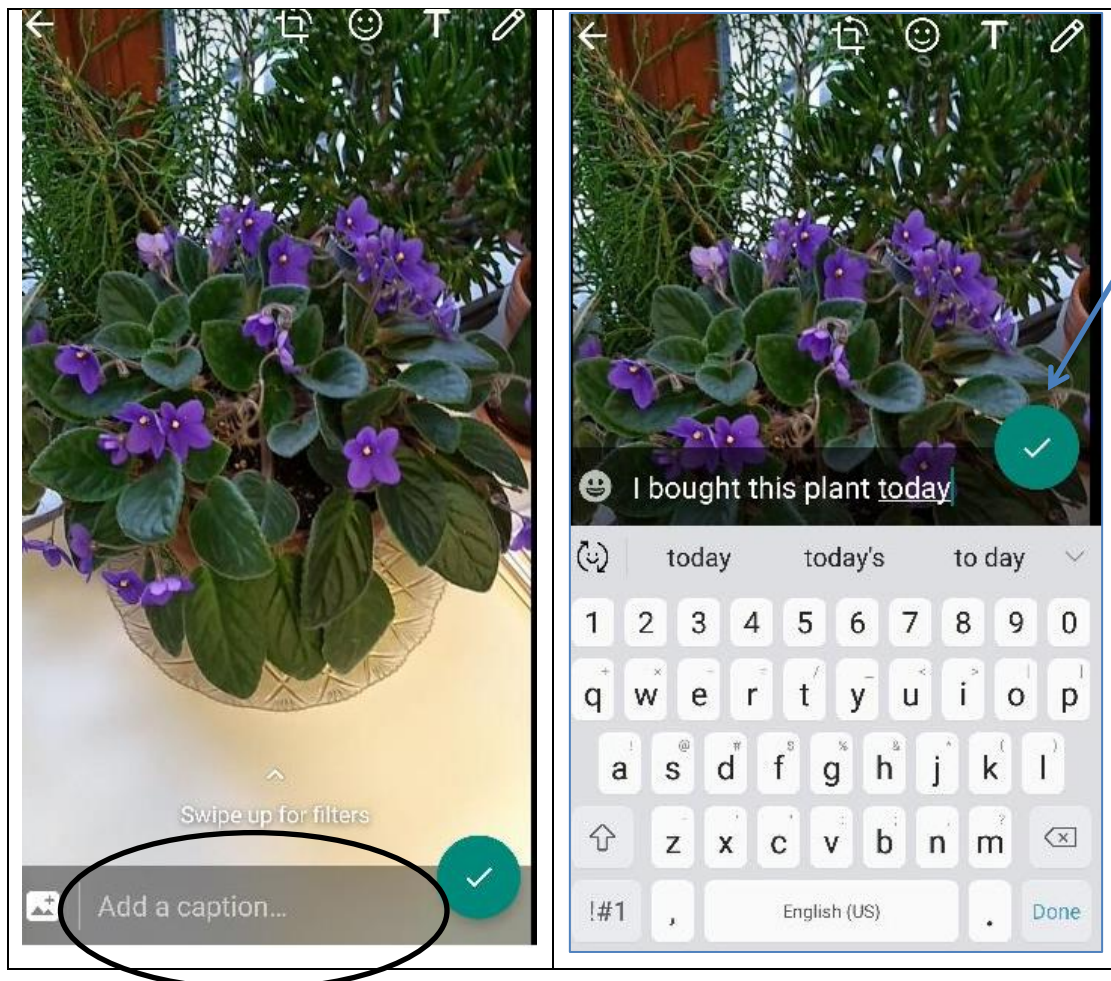d. *Press and hold* circle to take a new video

c, d

Hold for video, tap for photo

Camera (continued)

Step 3. Compose a caption to accompany your photo (shown on left), then **click** (tap) **icon** (picture) to choose who to send to (shown on right).
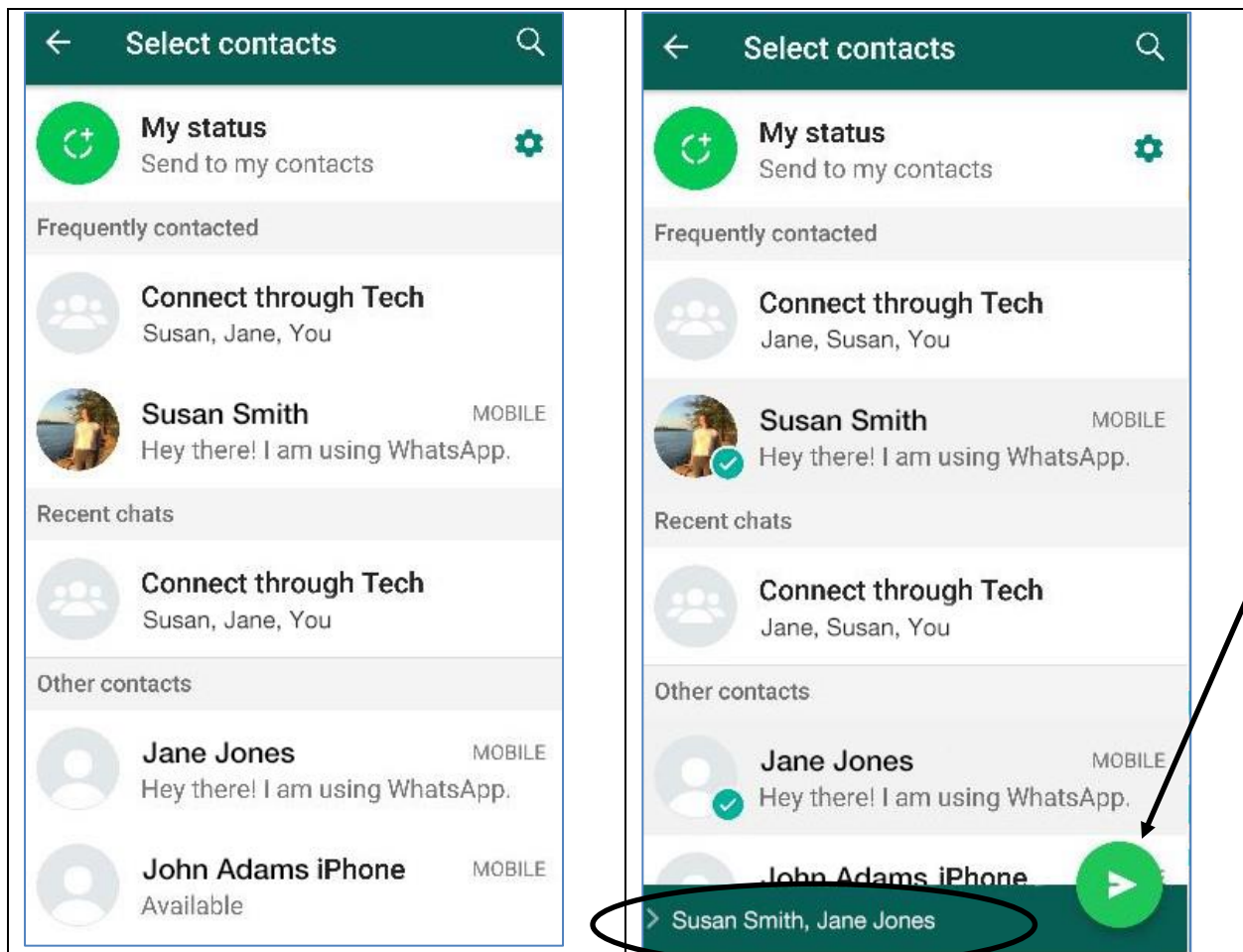
Connect Through Tech

Camera (continued)

Step 4. **Click** (tap) on contact(s) to send your photo to (left). After selecting recipients, their names will appear on bottom of screen (right). When ready, **click** (tap) green arrow to send photo.

Camera (continued)

Step 5. Sent message will display with the time sent and one of three check marks. (In below example, one of recipients has already replied.)

- Single check mark – message sent
- Two check marks – message received but not read
- Three check marks – message received and read

Status Messages

Status messages are brief statements, pictures or videos that update your contacts on what you are doing or how you feel at the moment. To send and receive status updates, you and your contacts must be in each other's Contacts and must both be users of WhatsApp. Status updates only appear for 24 hours.

For those who rely on WhatsApp as a daily and primary mode of communication, status updates can be a fun or useful feature. NOTE - Many WhatsApp users do not regularly update their status.

If you don't create one, your default status message will be 'Hey there! I am using WhatsApp.'

Status messages can be created with text or with text and a photo.

Connect Through Tech

Setting Your Status - Text

Step 1. When entering WhatsApp, you will start with the most recent function you used. Check heading on top of screen to see where you are (in example below, *Chats* is selected). If not in *Status*, **click** (tap) on *Status* on top menu.
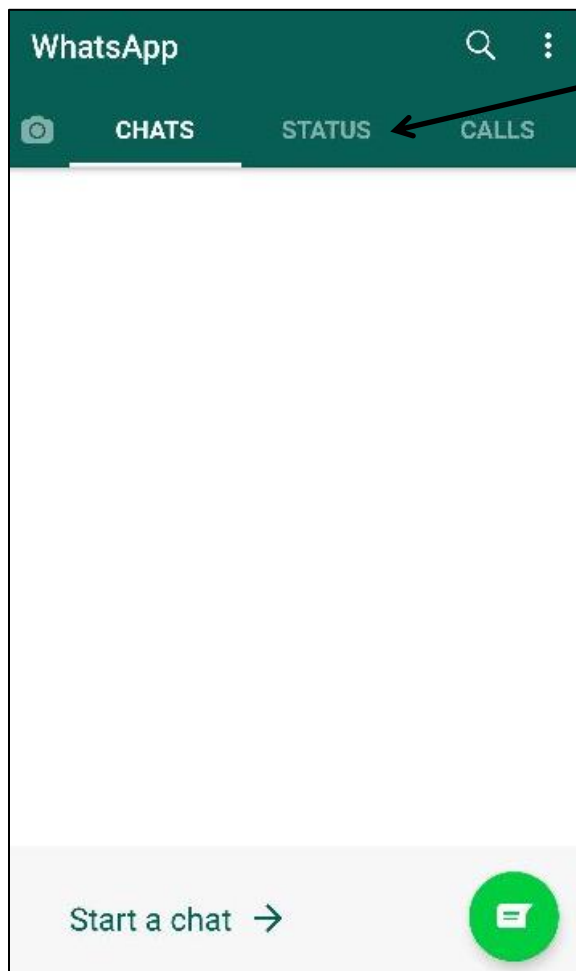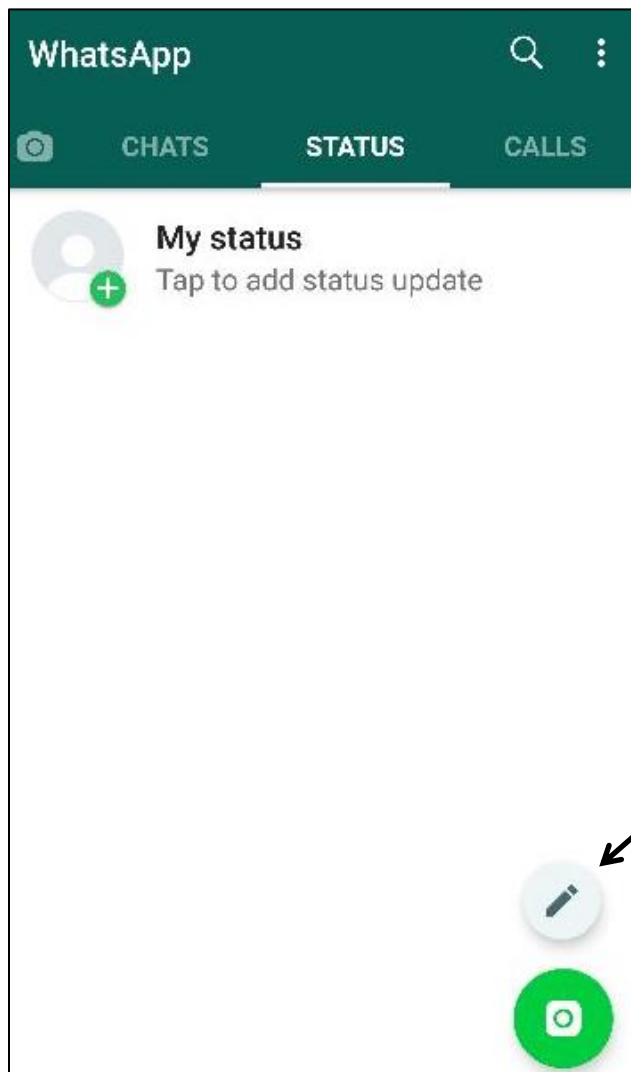
Setting Your Status – Text (continued)

Step 2. **Click** (tap) on pencil icon to create a new text status message.
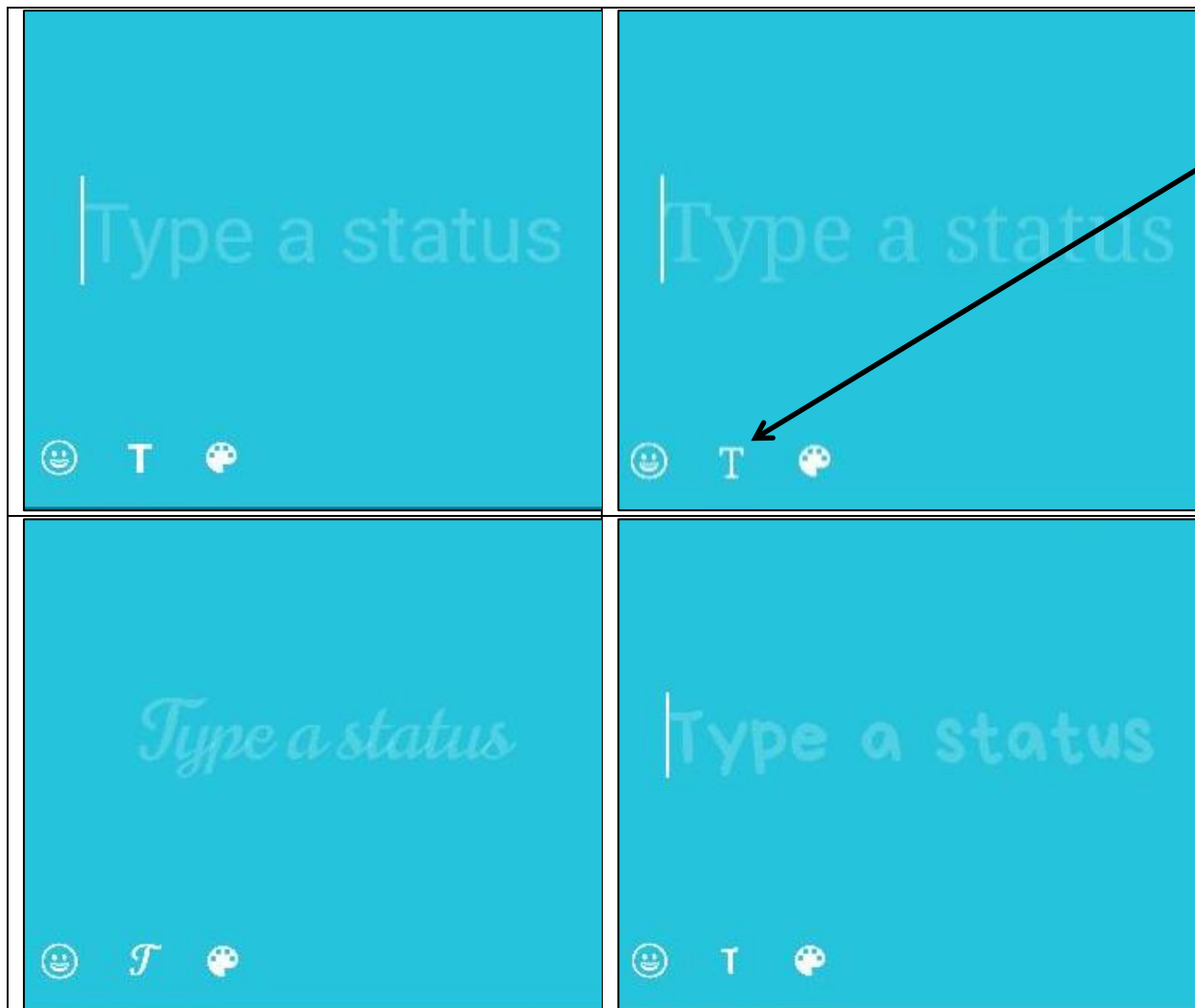
Setting Your Status – Text (continued)

Step 3. To customize the look of you message, **click** (tap) on the 'T' font **icon** (picture) on bottom left of screen to choose desired font. Your screen will show one at a time. Keep clicking until you get a font you like. Examples of some fonts are shown below.
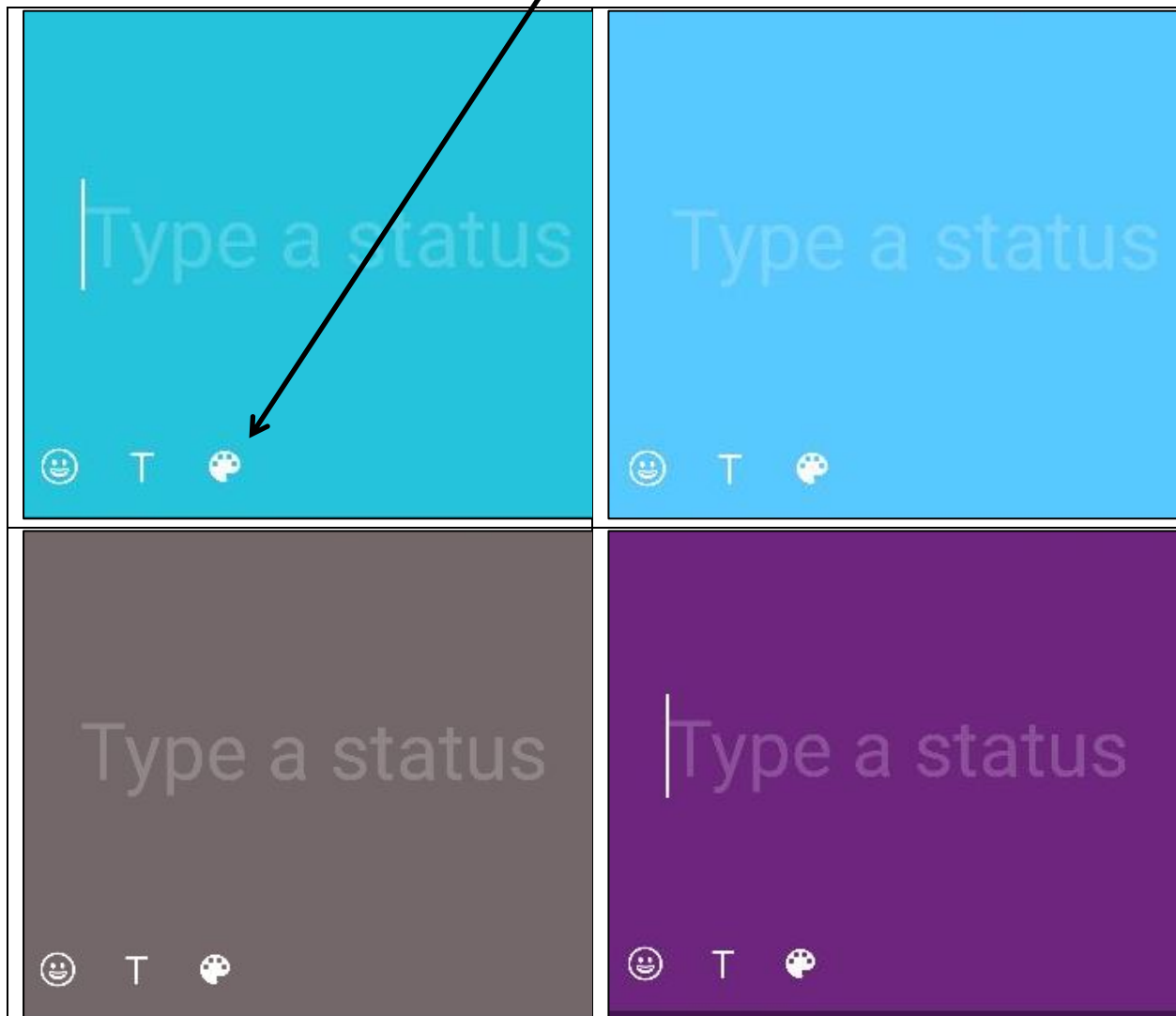
Setting Your Status – Text (continued)

Step 4. To choose background color, **click** (tap) on 🎨 palette **icon** (picture) on bottom left right of screen. Keep clicking until you get a color you like. Examples of many colors are shown below.
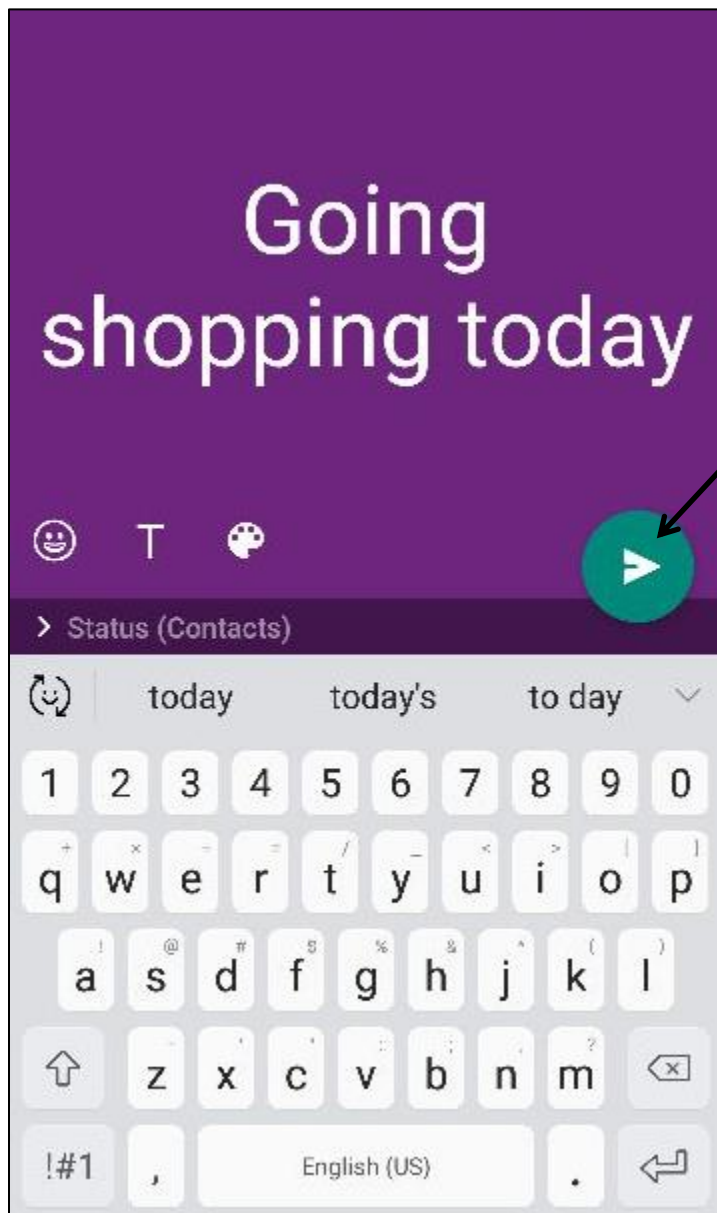
Setting Your Status – Text (continued)

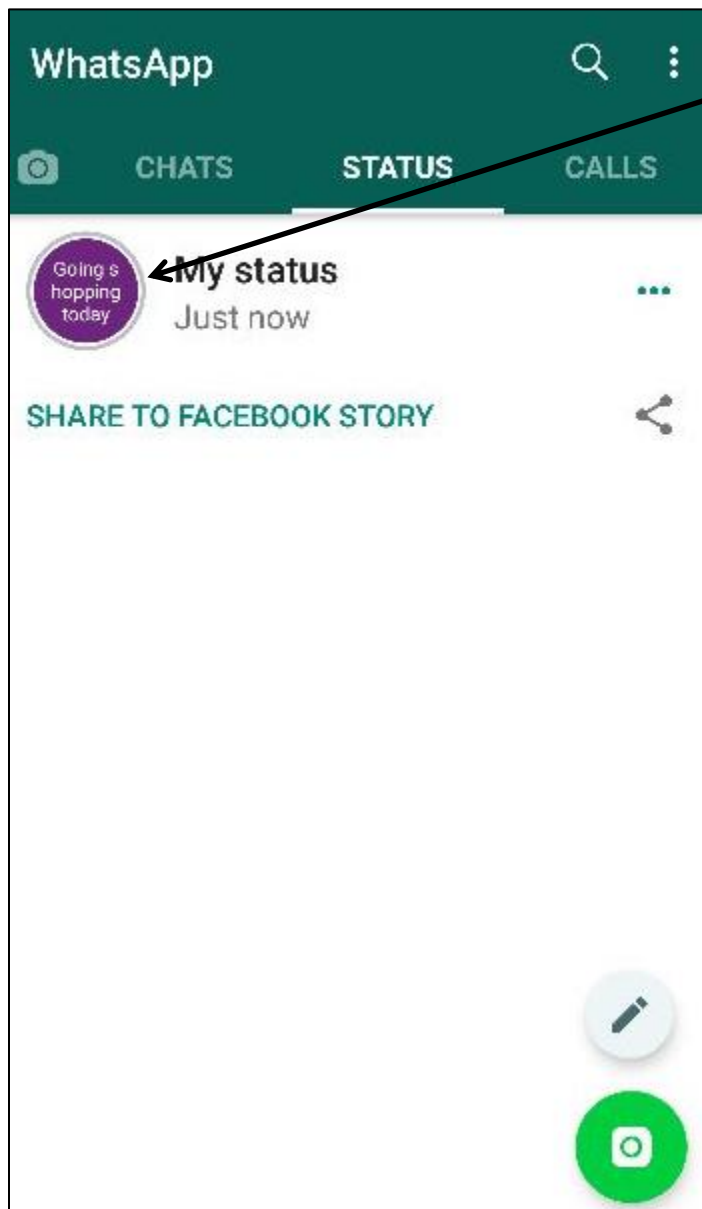Step 5. Use keyboard to compose a status message, then **click** (tap) green arrow to update status.

Setting Your Status – Text (continued)

Step 6. New status message is saved with the background color and font type you chose.
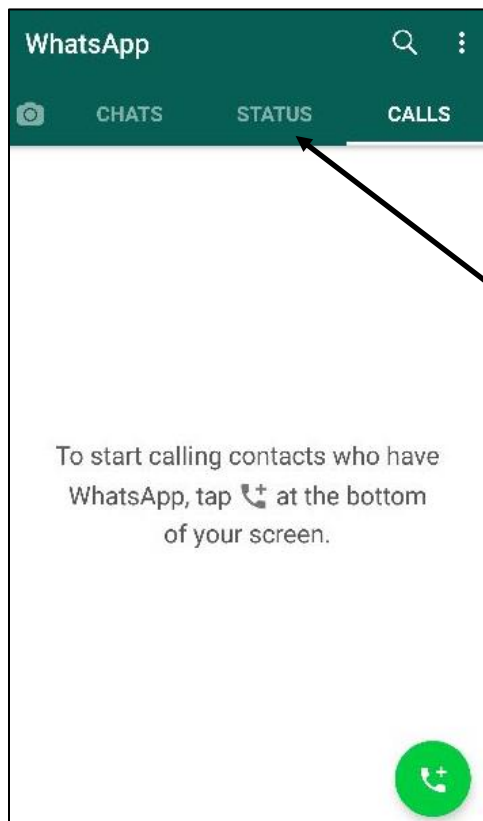
Setting Your Status – Text and Photo

Step 1. When entering WhatsApp, you will start with the most recent function you used. Check heading on top of screen to see where you are (in example below, *Calls* is selected). If not in *Status*, **click** (tap) on *Status* on top menu.

If not already in *Status*, **click** (tap) on Status on left side of bottom menu.
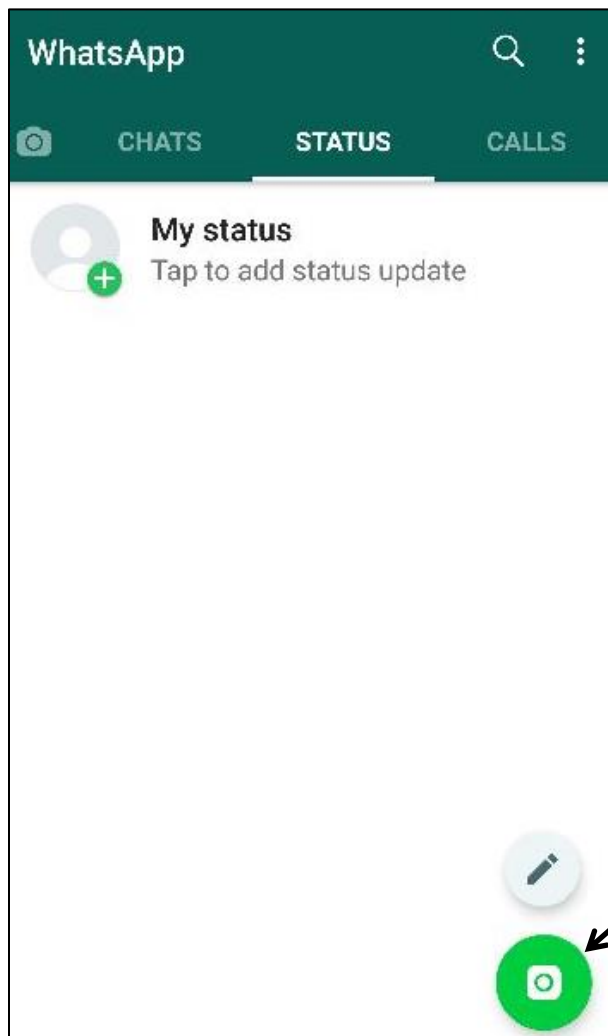
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Setting Your Status – Text and Photo (continued)

Step 2. **Click** (tap) on camera **icon** (picture) to create a new picture status message.
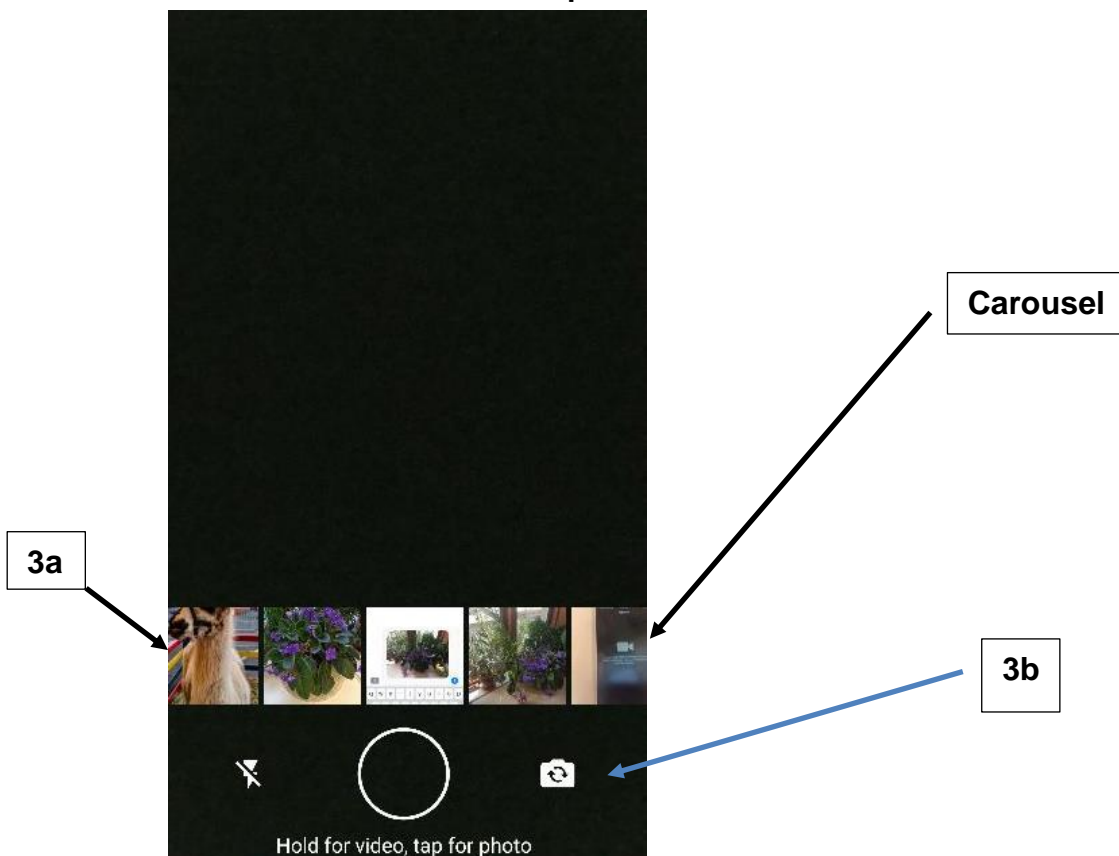
Setting Your Status – Text and Photo (continued)

Step 3. Your four options are to:

a. *choose a picture on your phone* - swipe left and right in **carousel** (strip of pictures on your camera) to select photo already on phone (demonstrated below).

b. *take a picture of yourself* - **click** (tap) on icon in bottom right corner of screen to switch to selfie camera, then take photo.

Carousel

3a

3b

Hold for video, tap for photo

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Setting Your Status – Text and Photo (continued)

c. *take a new photo* - **click** (tap) on circle in bottom middle of screen, then **click** (tap) again to take photo.

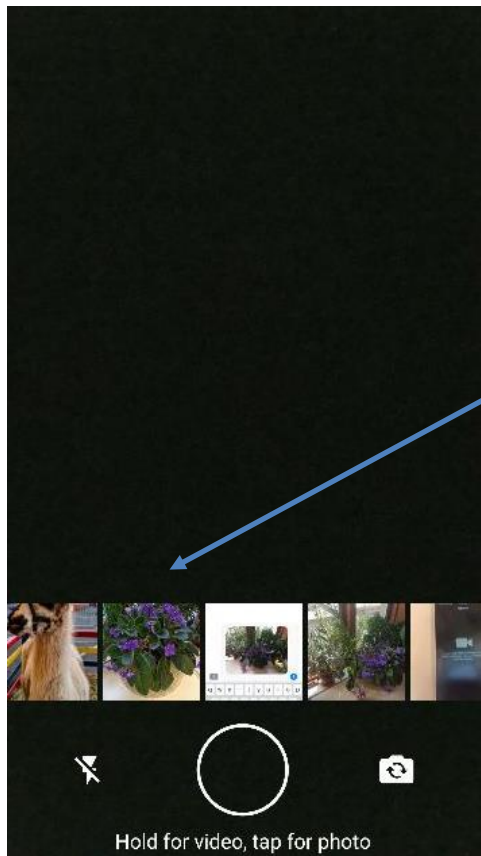d. *take a new video* - *press and hold* circle in bottom middle of screen, then release when done.

3c, 3d
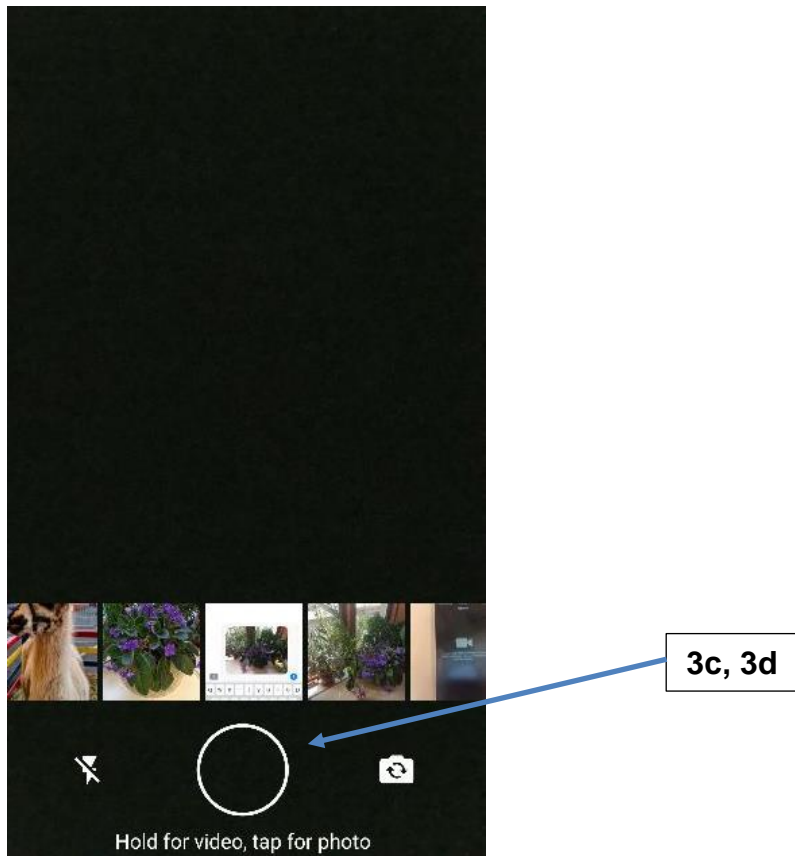
Setting Your Status – Text and Photo (continued)

Demonstrated below is option 3a which chooses a picture already on your phone – **click** (tap) on desired photo.
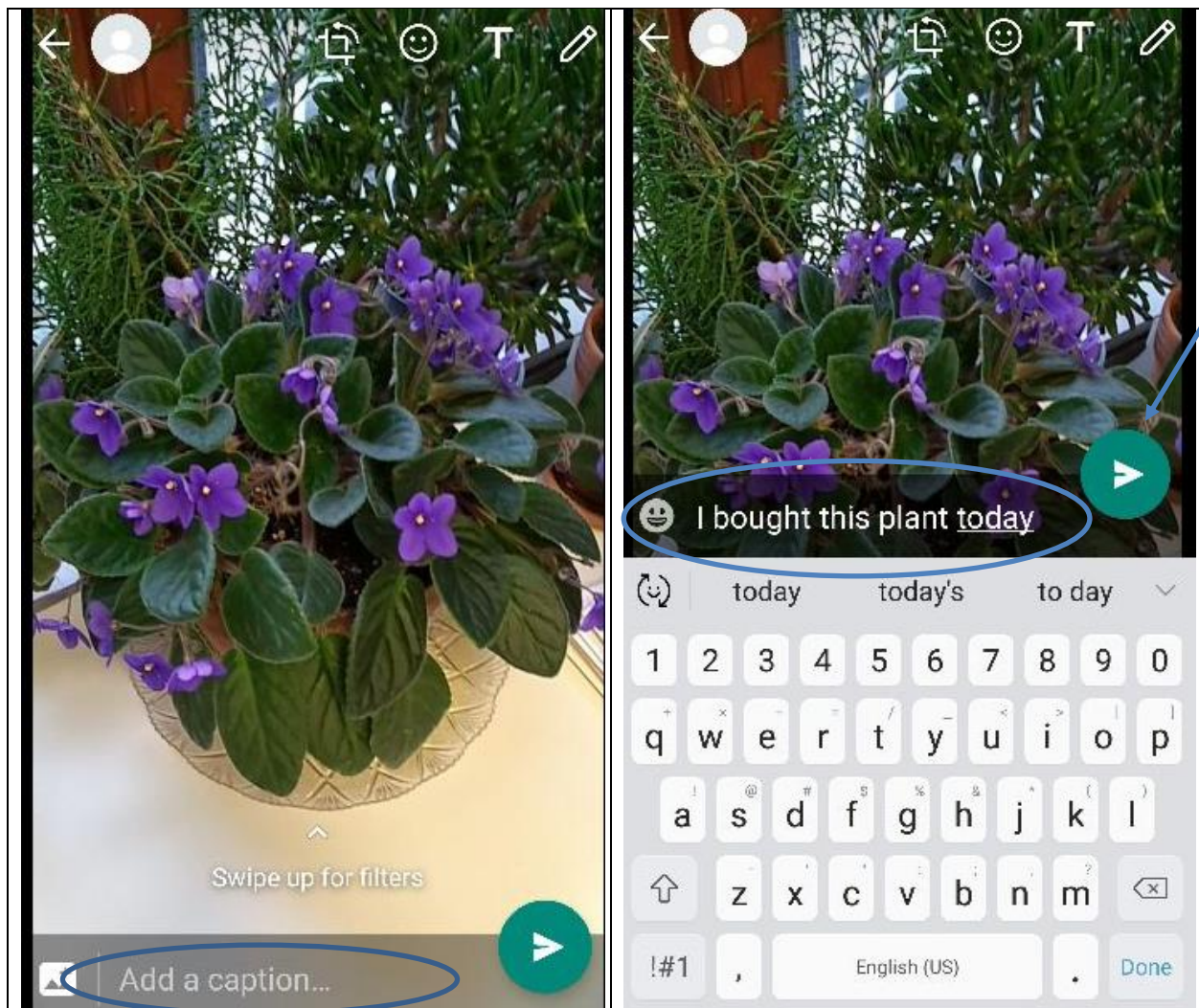
Setting Your Status – Text and Photo (continued)

Step 4. To add text to appear with your photo, **click** (tap) on *Add a caption* (shown on left) to display keyboard. Type your desired caption (shown on right), then **click** (tap) arrow to update your status.
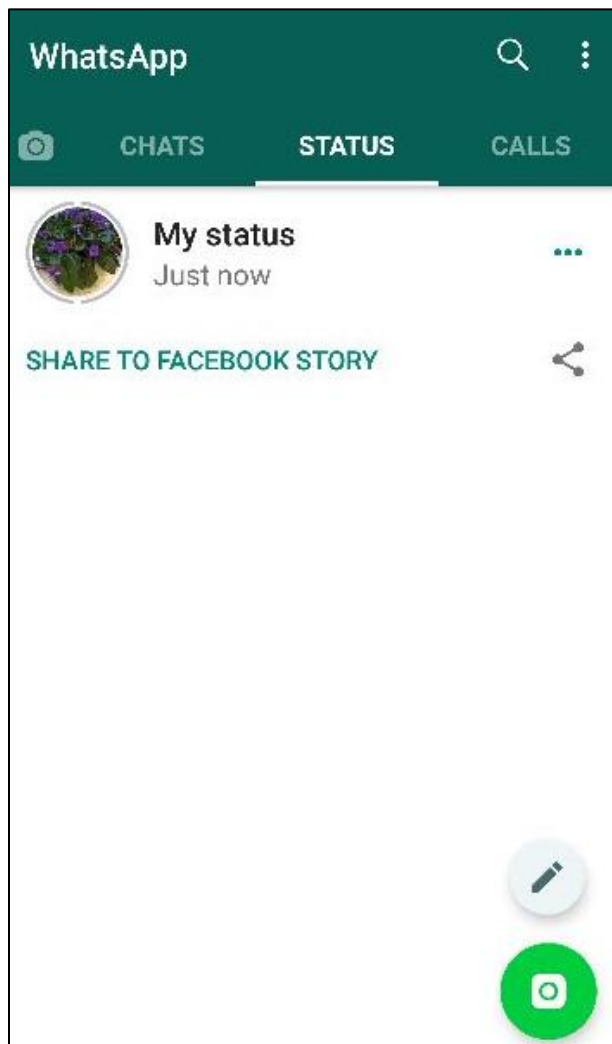
Setting Your Status – Text and Photo (continued)

Step 5. New status message is saved with the picture and caption you selected. NOTE: The caption doesn't appear on your phone, only the picture. When others view your status, they will see the picture and your caption.

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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.