



WhatsApp, made simple. *Stay in touch.*

Send messages, share photos, talk for free. WhatsApp is the easiest way to stay close to family and friends — anywhere in the world.



WHAT'S INSIDE

- ✓ Send your first message
- ✓ Share photos and voice notes
- ✓ Make free voice and video calls



— WHY THIS MATTERS

WhatsApp connects your whole family.

WhatsApp is the most-used app in India — for good reason. It's free. It works on any phone. You can message, call, and share photos with anyone in the world.

If you have WhatsApp and Wi-Fi or data, you can talk to family abroad for free, all day long. No phone bill.

WHAT YOU'LL LEARN

- Open WhatsApp and find your chats
- Send a message
- Share a photo
- Send a voice note

 *Takes about 6 minutes to read*



1

STEP 1 OF 6

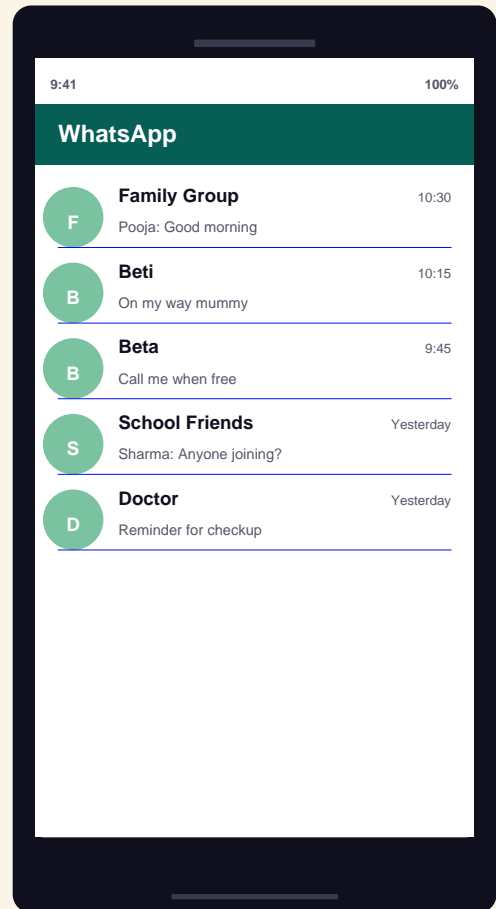
Open WhatsApp

Find the green WhatsApp icon on your home screen. It looks like a speech bubble with a phone inside.

Tap it once to open. You'll see your list of chats — people you talk to most appear at the top.

TIP

If you don't see WhatsApp, install it from the Play Store (Android) or App Store (iPhone).





2

STEP 2 OF 6

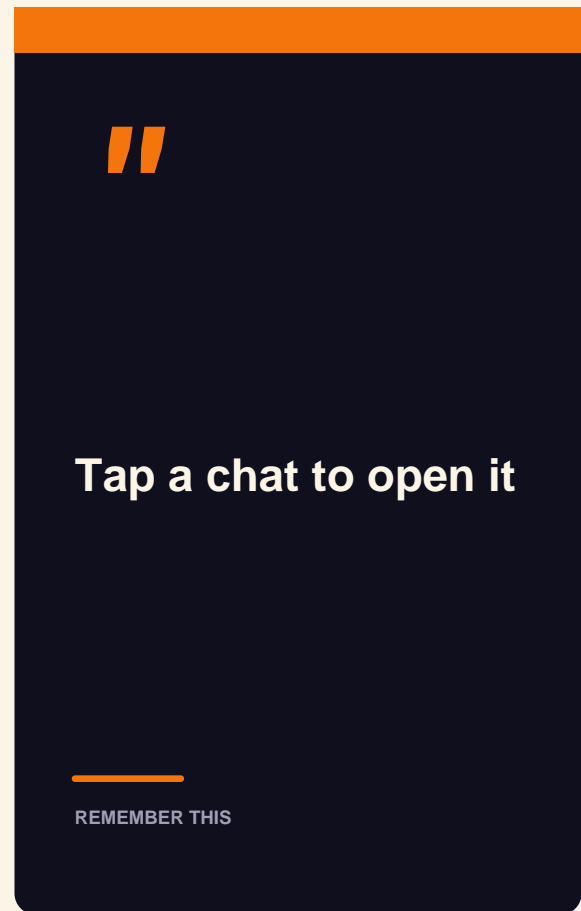
Tap a chat to open it

Each line in your chats list is one conversation. Tap any person's name to open your chat with them.

You'll see all your old messages with that person — going back months or years.

TIP

Want to talk to someone new? Tap the green pencil/plus icon at the bottom-right to start a new chat.





3

STEP 3 OF 6

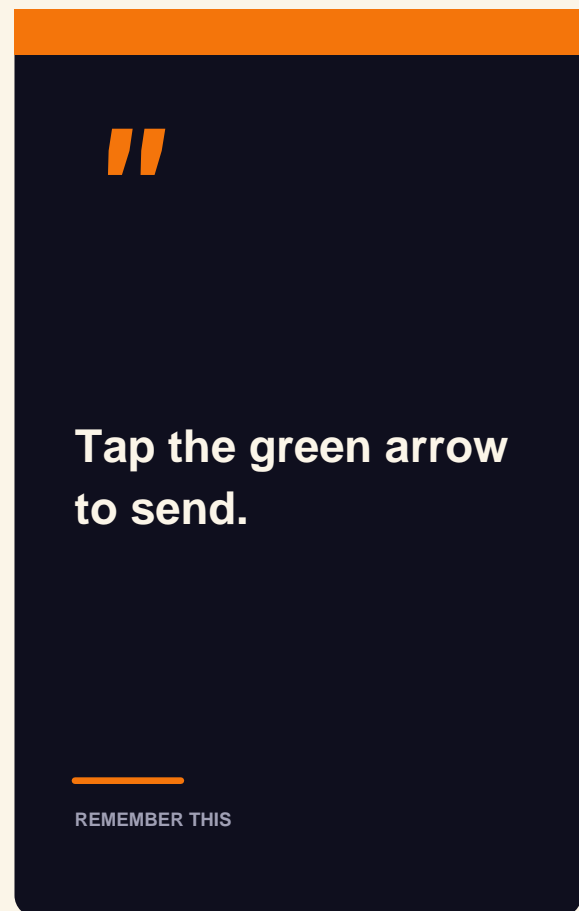
Type and send a message

At the bottom of the chat, you'll see a long bar with 'Type a message' inside.

Tap inside it. The keyboard opens. Type your message — or tap the microphone to speak. When done, tap the green arrow → on the right to send.

● **TIP**

Pressing Enter does **NOT** send. Always tap the green arrow → button to send.





4

STEP 4 OF 6

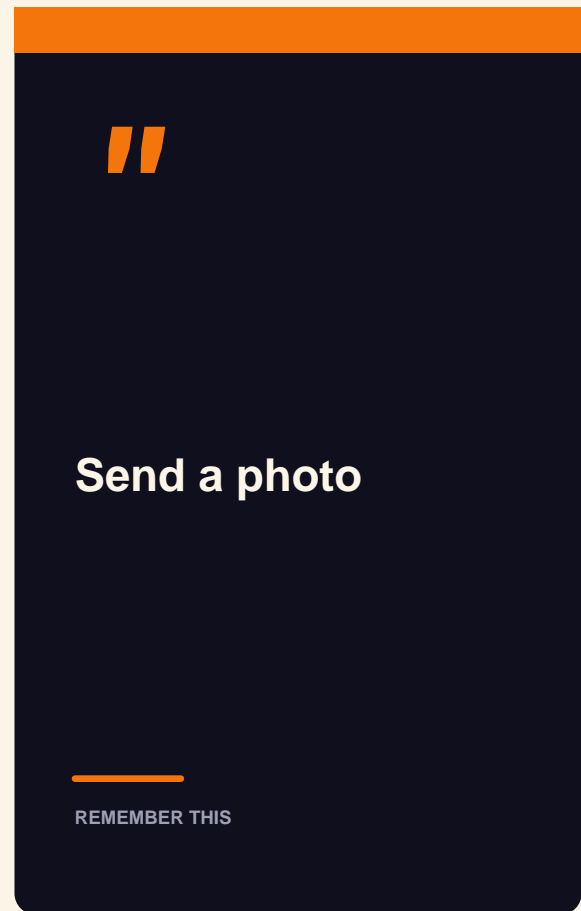
Send a photo

In any chat, tap the small paperclip or '+' icon next to the message bar.

A menu opens. Tap 'Gallery' to pick a photo you already took. Tap 'Camera' to take a new photo. Then tap the green arrow to send.

TIP

You can write a message under the photo before sending it — like a caption.





5

STEP 5 OF 6

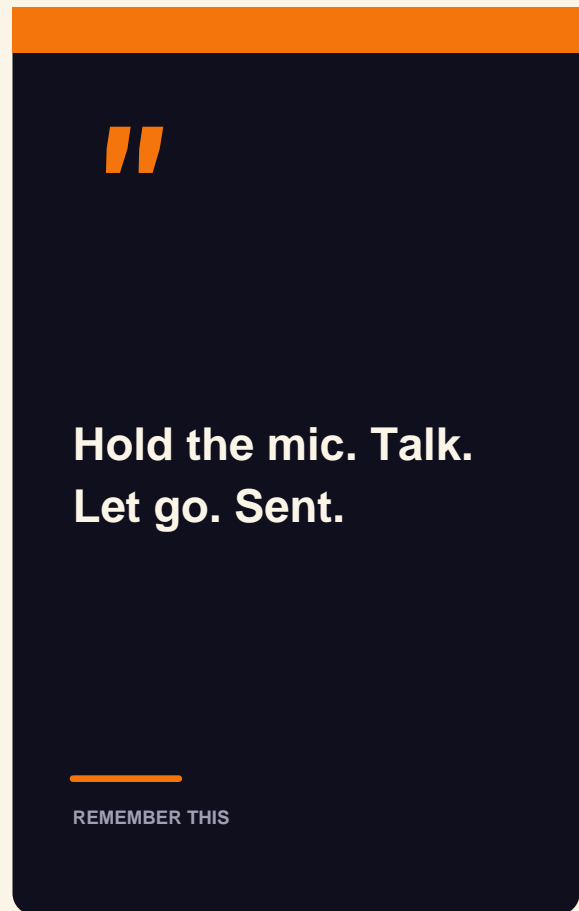
Send a voice note

Don't want to type? See the microphone icon on the right of the message bar?

Press and HOLD it. Speak your message. When done — release. Your voice message sends automatically.

TIP

If you let go too early, slide your finger up to lock recording and speak as long as you want.





6

STEP 6 OF 6

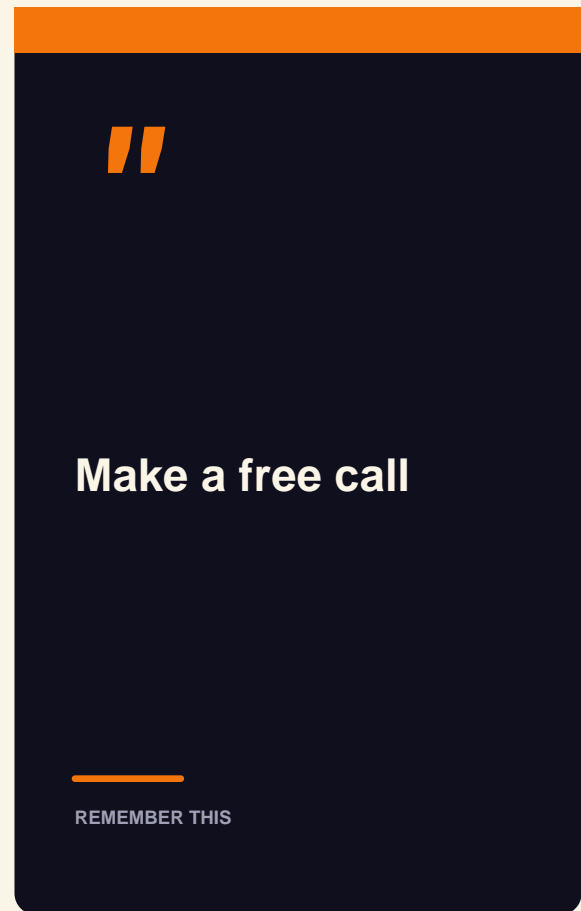
Make a free call

In any chat, look at the top-right of the screen. You'll see a phone icon and a video camera icon.

Tap the phone icon for a voice call (free). Tap the video camera for a video call (also free). The other person's phone will ring.

TIP

Calls work over Wi-Fi or mobile data. They use no phone-call minutes. Talk as long as you want.





QUICK RECAP

Stay connected.

1

Tap a name to open a chat

Your chats list shows everyone you talk to. Tap any name to read or send messages.

2

Green arrow = send

Type your message in the bar at the bottom, then tap the green arrow on the right.

3

Paperclip for photos

Tap the paperclip icon to share photos from your gallery or take a new one.

4

Hold the mic for voice notes

Press and hold the microphone icon, speak, and release. Your voice message sends automatically.

5

Phone icon = free call

WhatsApp calls cost nothing — they work over the internet. Voice or video, it's all free.



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