



Everything you need to
know about WhatsApp

What is WhatsApp ?

WhatsApp is a mobile messaging app which lets you send and receive messages using your phone contacts without having to pay text message fees.

When a message is sent, WhatsApp sends a 'read receipt' to the sender so they can see if the message has been delivered and whether the person you are sending it too has watched the video or looked at the photo you attached.

What do the ticks next to WhatsApp messages mean?

- Grey tick: Message has been sent
- Two grey ticks: Message has been delivered
- Two blue ticks: Message has been read



How do I get contacts ?

When you open WhatsApp on your phone, you can go to the **Contacts** section and add people.

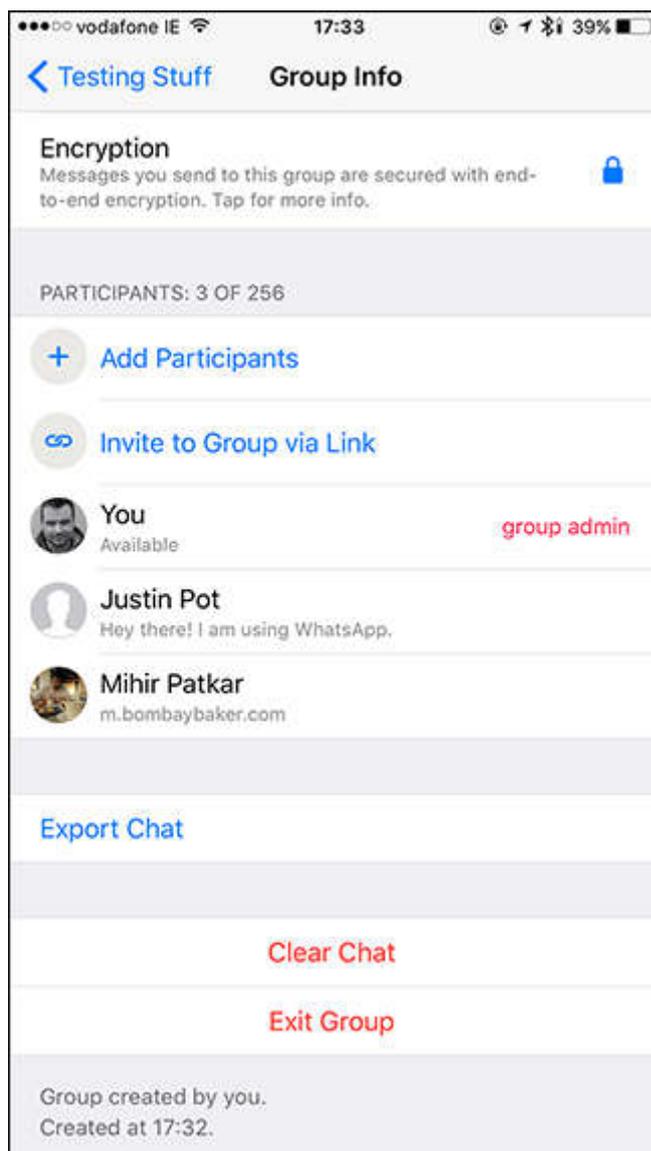
You can also create Groups which you invite people to join, and be invited to a group.

By default, WhatsApp shows people the last time you used your WhatsApp account and whether your online right now.



What is group chat ?

WhatsApp also contains a group chat function. The feature lets users chat with up to 100 people in one conversation stream. Each group is set up by one contact who becomes the group admin – they're the only user who can add or remove participants and change/add new group admins.



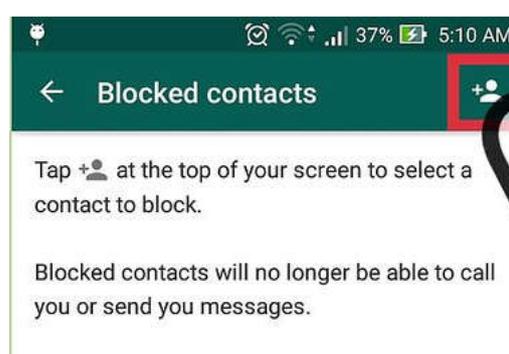
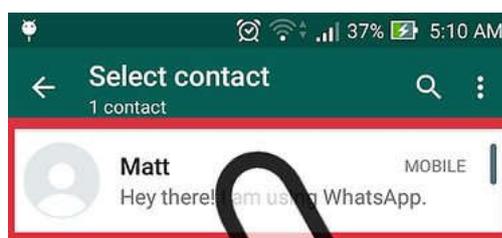
How to block people

There is no direct way to report a user, or specific abuse, other than to block them from sending you further messages. To do this, tap:

Settings > Account > Privacy > Blocked Contacts

WhatsApp messages sent by a blocked contact will not show up on your phone and will never be delivered to them. The 'last seen' status information and profile picture will no longer be visible to blocked contacts.

To permanently delete a contact in WhatsApp, you will need to delete them from your phone's list of contacts.



Problems with group chat

Group conversations usually take place between friends. But sometimes, users can be added to a group where they don't know everyone else. Even if the other people in the group aren't contacts, they will still be able to see messages you post in the group, and you will be able to see theirs. Likewise, if they're added to a group with someone they've blocked, the blocked person will be able to contact them there.

Therefore, it's possible they could see or be contacted by someone they don't know and could be vulnerable to content posted by this person.

Although you cannot control who adds them to a group chat, you can always control your own messages within it – they can leave whenever they want to.

Check your privacy settings

How do privacy settings work on WhatsApp?

WhatsApp's privacy setting allows any other WhatsApp user to view your profile photo, status and when you were last using the app.

You can set your WhatsApp account (when you were last online, profile photo, status) can be seen by:

Everyone - all WhatsApp users.

My Contacts - the contacts from their address book only. This is the recommended option for most users.

Nobody

