



Everything you need to know  
about Facebook Messenger

# What is Facebook Messenger ?

Facebook Messenger is an instant messaging service, and one of the most popular free messaging apps in the world

When a message is sent, Facebook Messenger 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 read the message, watched the video or looked at the photo you attached.

## What do the ticks mean ?

-  : A blue circle means that your message is sending
-  : A blue circle with a check means that your message has been sent
-  : A filled-in blue circle with a check means that your message has been delivered
-  : A small version of your friend or contact's photo will pop up below the message when they've read it

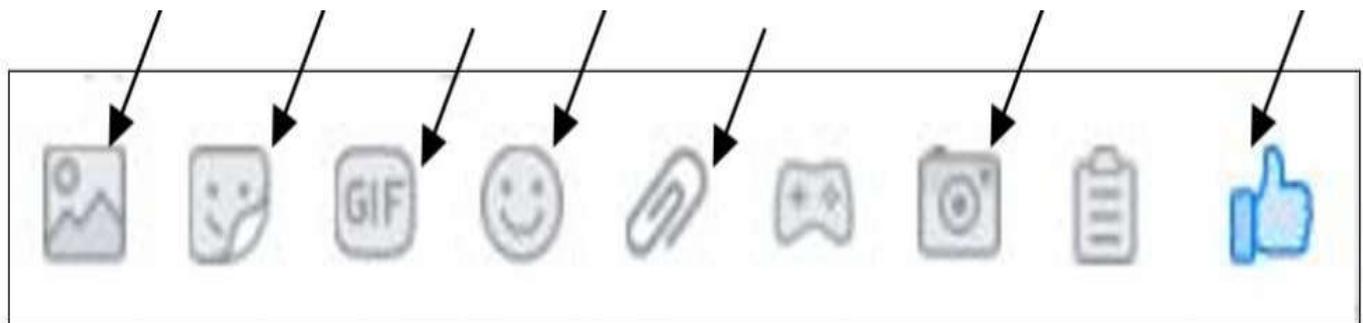
## How do I get contacts?

First Facebook asks for your phone number so your non-Facebook friends can find you on Messenger. You do not have to do this so skip this step if giving Facebook your mobile number makes you uncomfortable by clicking **Not Now** – the app works without it.

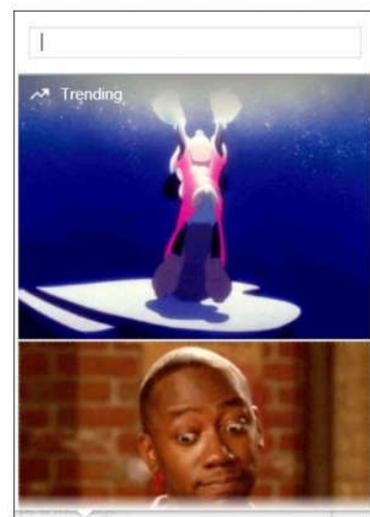
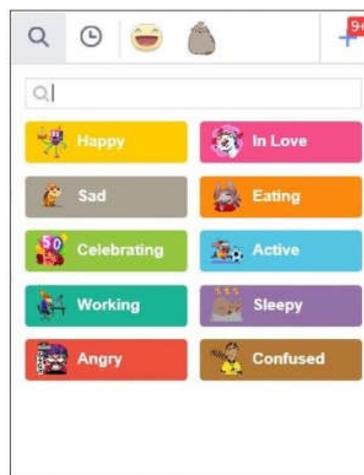
Next you'll be asked if you wish to import your phone contacts into the app and add them as Messenger contacts, even if you're not friends with them.

## How to personalise your messages

Many people like to enhance their messages with images, this can include photos, emojis and gifs. To insert one of these all you need to do is click on the required icon at the bottom of the chat window.



Add photo, sticker, gif, emoji, attachment, take a pic or like.



## What should I do if someone's bothering me in Messenger?

If someone sends you a message that makes you uncomfortable, you can:

- Block messages from them. They won't be able to contact you in Messenger, or message you with Facebook chat.
- Report a threatening message.
- Ignore the conversation.
- Delete the conversation from your inbox. Keep in mind that this won't delete the conversation from their inbox. If you want to report the conversation, take a screen shot before you delete it.
- Block them on Facebook.

If you think they're using a fake account or pretending to be you or someone else, you can report their Facebook account.

## Blocking People

Blocking messages from someone is different from blocking them on Facebook. If you block messages from someone, but you don't block them on Facebook, you'll still be able to see their Facebook profile. Depending on their privacy settings, you may also be able to see things like their status updates, comments, likes and tags on Facebook.

Keep in mind that you can also delete a message or conversation directly from Messenger

## How do I ignore a conversation in Messenger?

When you ignore a conversation, you won't be notified when the person messages you directly, and the conversation will move to your connection requests. When you ignore a conversation, the person won't be notified.

To ignore a conversation:

### iPhone and iPad:

1. Open the conversation you want to ignore.
2. Tap the name at the top of the conversation.
3. Scroll down, tap **Ignore Messages**, then tap **Ignore Messages** again.

### Android:

1. Open the conversation you want to ignore.
2. Tap  at the top.
3. Scroll down, tap **Ignore Messages**, then tap **Ignore** again.

To stop ignoring a conversation, go to your connection requests and accept the request. You can also search for the conversation to find it again.

## How do I turn Messenger notifications on and off? iPhone and iPad:

To turn off Messenger notifications for all conversations on your iPhone or iPad:

1. From  **Home**, tap your **profile picture** in the top left corner.
2. Tap **Notifications**.
3. Tap next to **Do Not Disturb**.
4. Choose how long to turn off notifications.

To turn off notifications for a single conversation on your iPhone or iPad:

1. From  **Home**, tap and hold a conversation.
2. Tap **Mute**.
3. Choose how long to turn off notifications.

## Android:

To turn off Messenger notification alerts for all conversations on your Android:

1. Form  **Home**, tap your **profile picture** in the top right corner.
2. Tap **Notifications & Sounds**.
3. Tap next to **On** to turn them off.

4. Choose how long to turn off notifications.

To turn off notifications for a single conversation on your Android:

1. From  Home, tap and hold a conversation.
2. Tap **Mute notifications**.
3. Choose how long to turn off notifications.