

WhatsApp – User Guide

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Disclaimer

This document is solely in its whole represent a sample work of how to write a User Manual.

It has got no correlation with WhatsApp and its related elements and hence does not authenticate any process, code, and system under the mentioned entities of WhatsApp.

The author acknowledges all the credibility of the content of WhatsApp and its entities for the image and content of their source material.



Please do not use this as a procedural task to obtain any result of any interfaces of WhatsApp as these transactions can result in data loss.

1. Introduction

Welcome to **WhatsApp**, a simple and efficient application designed to help individuals to communicate each other in the form of messages, photos, emojis, videos and many more.

This guide will help you install and start using **WhatsApp** effectively in your mobile and desktops.

2. System Requirements

2.1. Desktops or Laptops

- **Operating System:** Windows 10 / 11 (64-bit)
- **RAM:** Minimum 4 GB
- **Disk Space:** 200 MB free
- **.NET Framework:** Version 4.8 or later

2.2. Mobiles or tabs

- **Operating System:** Android / IOS / Windows
- **RAM:** Minimum 4 GB
- **Disk Space:** 200 MB free
- **.NET Framework:** Multi-platform App UI

3. Installation

1. Download the **WhatsApp** from the <https://www.whatsapp.com/download> or app store.

4. Login to WhatsApp Application

1. Double-click the app.

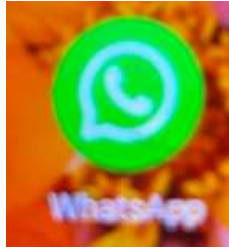


Figure 1: WhatsApp Icon

2. Follow the installation Wizard prompts:
 - Click **Next** to continue.
 - Enter your mobile number.
 - Click **Next** to continue.
 - Enter the One Time Password (OTP) received to your mobile.
 - Click **Next** to continue.
 - Backup prompt appears.
 - Click **YES** to take Backup from your old phone or click **NO** to ignore the backup.



NOTE

Once you select no for backup, you cannot retrieve the old messages.

3. Once installation is complete, click **Finish**.

4. Getting Started

After installation

- Click **WhatsApp** icon on the desktop or mobile.
- The app displays all the messages sent by your contacts.

5. Using WhatsApp

5.1 Sending New Message

1. Click the contact want to send message.



Figure 2 WhatsApp Contacts

2. Message box of that particular contact opens.
3. Type the message in message box.
4. Click **Send**.



Figure 3 WhatsApp Message Box

5.2 Find the Unread Message

1. Find contacts which is highlighted with unread messages.

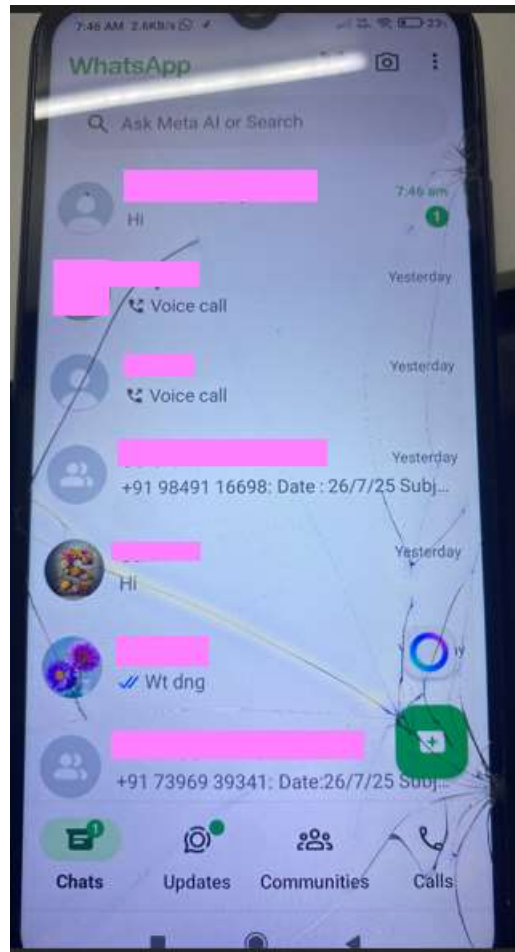


Figure 4 WhatsApp Unread Message

2. Click **contact**.
3. Read message.
4. Click **back button**.

5.3 Sending Photos and Videos

1. Click the contact want to send photos and videos.
2. Message box of that particular contact opens.
3. Click the “+” icon beside message box.
4. Click photo library to select the photos and videos.
5. Click **Send**.

5.4 Changing the Settings to hide the status

1. Click “setting” icon.
2. Click **Privacy**.
3. Click **Status**.
4. Choose Nobody to prevent anyone from seeing your status.

6. Need Help?

Go to [WhatsApp Help Center](#) for help.

7. References

WhatsApp website.