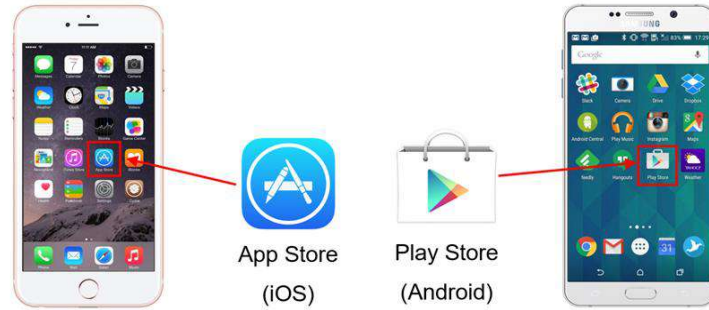# Module 1: WhatsApp

Learning Outcome
1. Able to toggle/use different text-input methods, e.g. Chinese input, voice-to-text message, send image
2. Able to add/block contacts
3. Explain what is settings, how to get to display settings
4. **Activity: Help seniors to make a voice and video call**
5. FAQ

Download & Register WhatsApp Mobile App
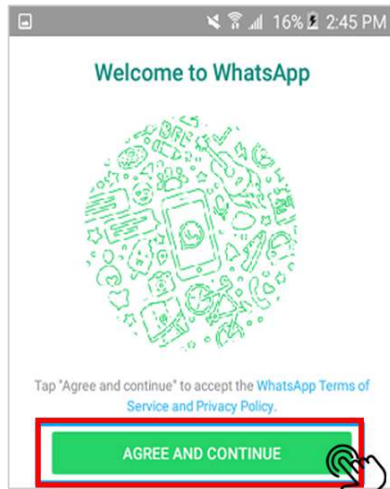
App Store
(iOS)

Play Store
(Android)

Search for **WhatsApp** on your Apple App Store or Google Play Store to install the app.

Once the app is installed , tap on the icon to launch the app.
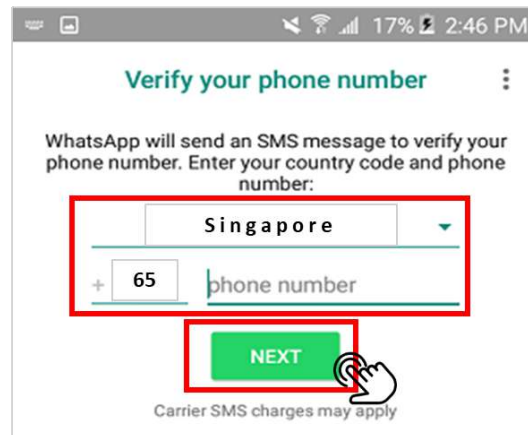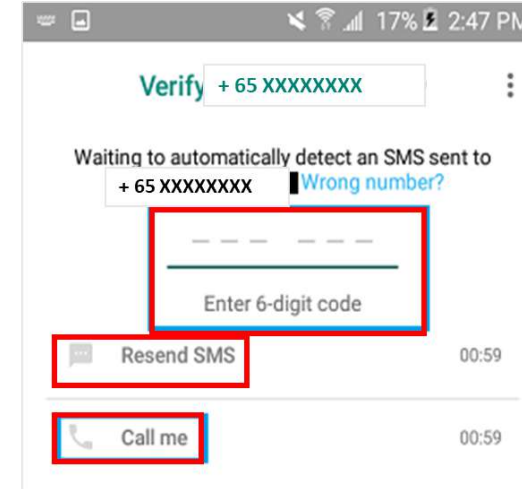
WhatsApp

Welcome to WhatsApp

Tap 'Agree and continue' to accept the WhatsApp Terms of Service and Privacy Policy.

AGREE AND CONTINUE

Verify your phone number

WhatsApp will send an SMS message to verify your phone number. Enter your country code and phone number:

Singapore

+ 65 | phone number

NEXT

Carrier SMS charges may apply

Verify + 65 XXXXXXXX

Waiting to automatically detect an SMS sent to
+ 65 XXXXXXXX | Wrong number?

— — — — — —

Enter 6-digit code

Resend SMS | 00:59

Call me | 00:59

Profile info

Please provide your name and an optional profile photo

Enter-Name | 21 ☺

NEXT

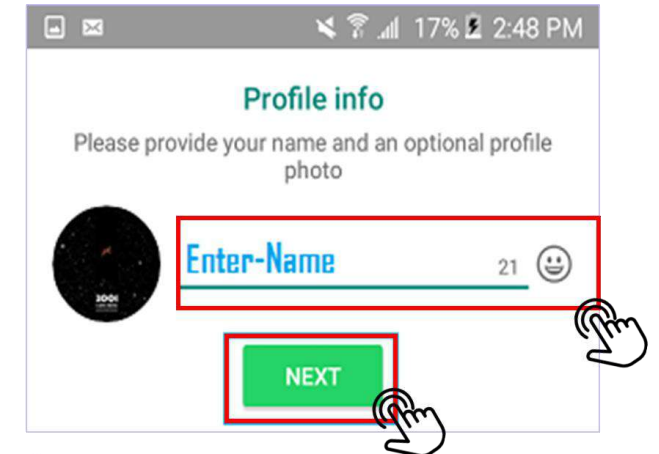1. To begin, tap **AGREE AND CONTINUE** to agree to the terms and conditions.

ⓘ To read the terms and conditions in full, tap on **WhatsApp Terms of Service and Privacy Policy**.

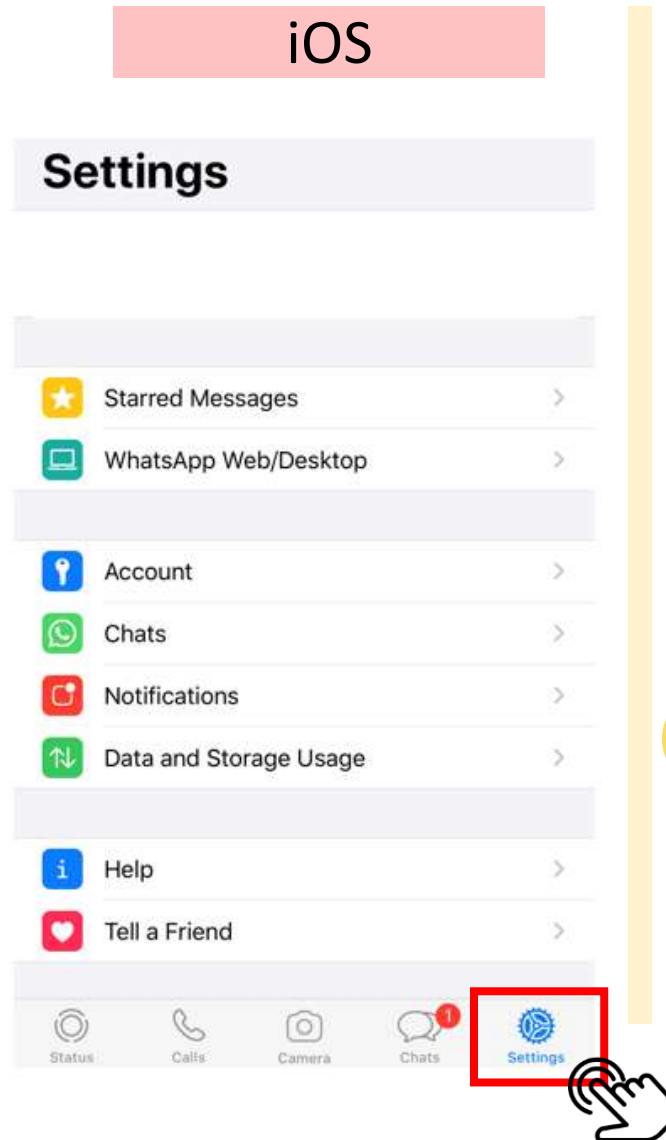2. Select your country and enter your **phone Number**. Tap **NEXT.**

3. Enter the six-digit verification code sent by WhatsApp.

ⓘ If you have problems receiving the SMS, you have the option to request for re-send or receive it via a phone call.

4. Tap on the profile photo to upload a profile image.
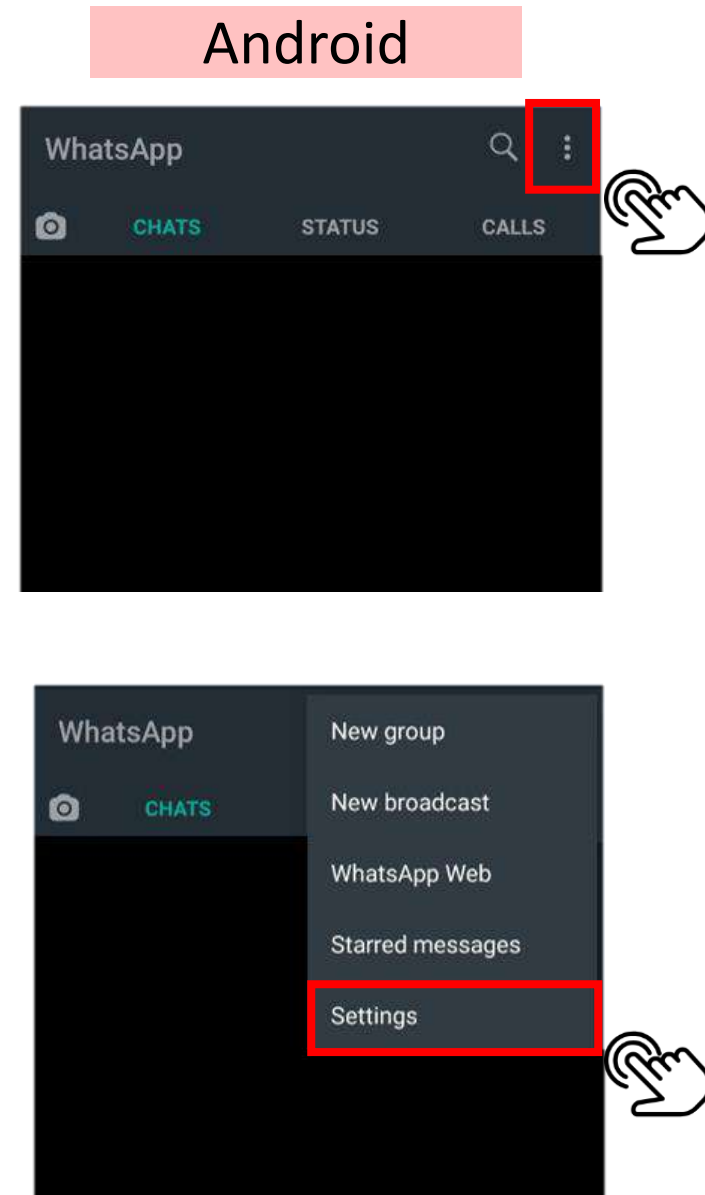
5. Enter your name. Tap **Next**

Update WhatsApp Settings

1 Tap on 'Settings' at the bottom right of the screen to update your WhatsApp settings.

1 Tap on the icon at the top right of the screen.

2 Tap 'Settings' to update your WhatsApp settings.

Ways to Send WhatsApp Messages

1 Via Keypad

(i) Through typing the message into text format.

(i) You can also add emoji to your message.

2 Via an audio message

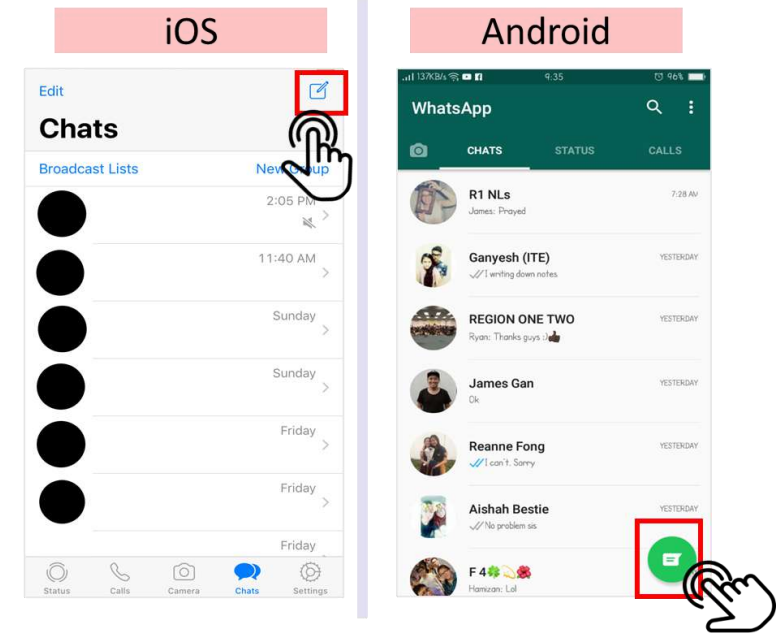(i) Sending a message in the form of a voice audio file.

3 Voice-to-text

(i) By speaking into the phone directly, where the message will be translated into text automatically.
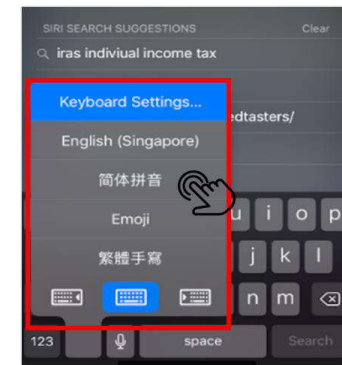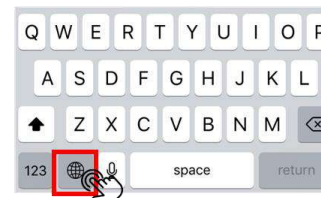
Send WhatsApp Message via Keypad

1 Tap ✏️ (iOS) or 💬 (Android) to start a new message.

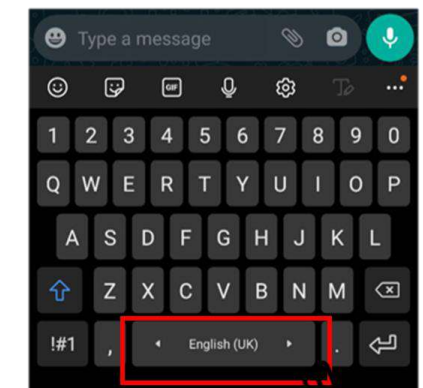You can also tap on the contact that you want to chat with directly, if you have texted them before.

Switching Keyboard to Chinese Language Input

iOS | Android

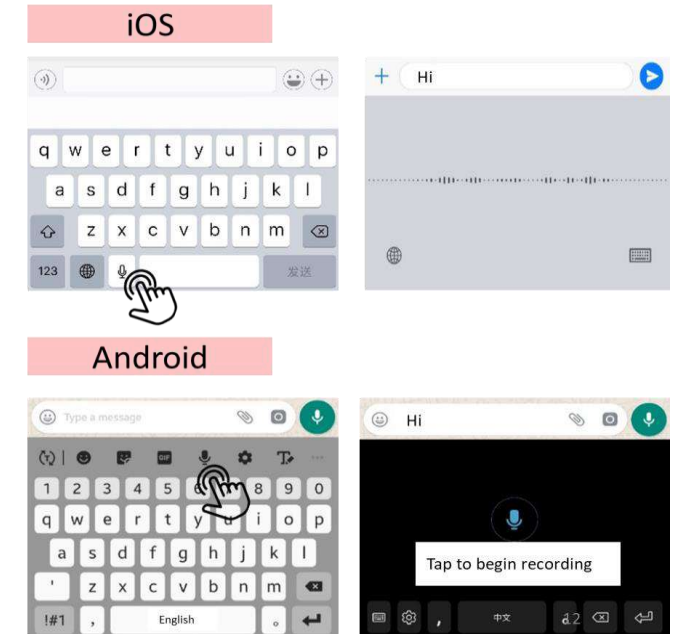**1** Tap on the globe icon on the keypad until you preferred Chinese keyboard appears.

ⓘ Alternatively, tap and hold the globe icon to see the different keyboards, then tap on your preferred Chinese language keyboard.

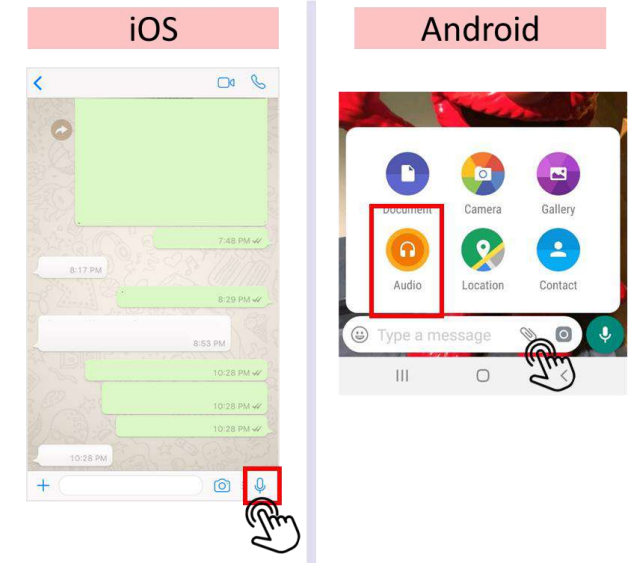**1** Tap on the spacebar at the bottom and drag left/right to switch to Chinese language keyboard.

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Send WhatsApp Message via Voice-to-Text

1 Tap on the microphone icon to enable the voice-to-text function.

2 Begin by saying out the message you wish to send into your phone.

3 The message captured will be displayed as text here.

iOS

Android

Send WhatsApp Message via Audio Message

1 Long press 🎤 (iOS) or 🎤 (Android) to begin recording.

2 Begin by saying out the message you wish to send into your phone.Release to send the recorded audio once done.

ⓘ You can also tap on 🎧 to send a pre-recorded audio message.

iOS

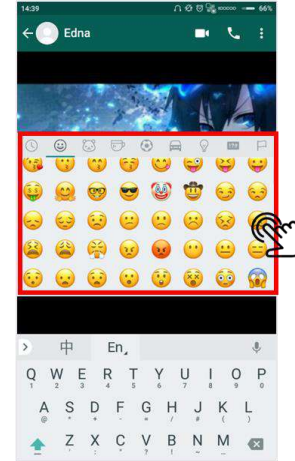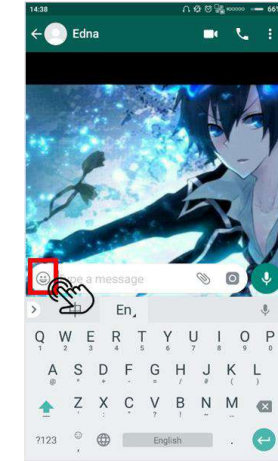Android

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Add an Emoji to Message

1 Tap on the globe icon on the keypad until the emoji keyboard appears.

(i) Alternatively, tap and hold the globe icon to see the different keyboards, then tap on **Emoji.** Tap on an emoji to insert it into your message.

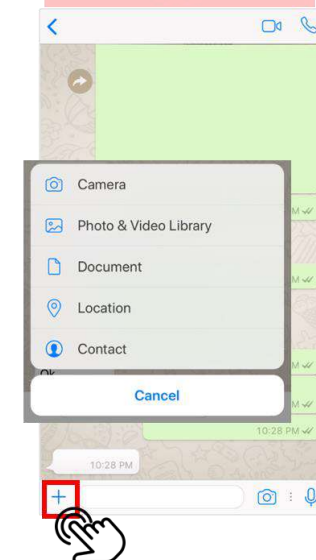**1** Tap on the ☺ icon, then tap on an emoji to insert it into your message.

Sending Files (e.g. Images or Documents)
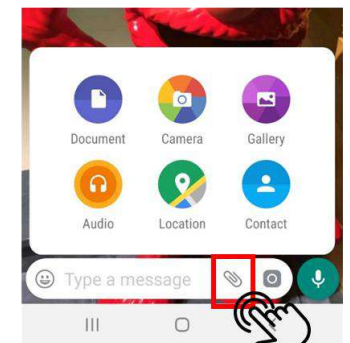
1 Tap on a contact that you wish to send your file.

2 Tap on ✛ (iOS) or 📎 (Android).

3 Select the type of file that you wish to send, it can be in the form of a document or even an image.
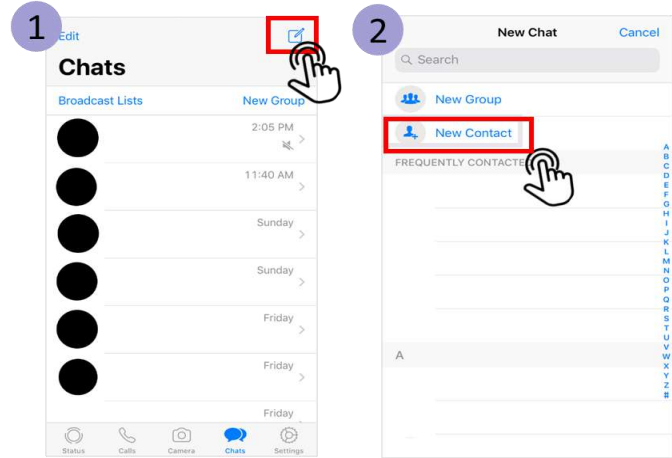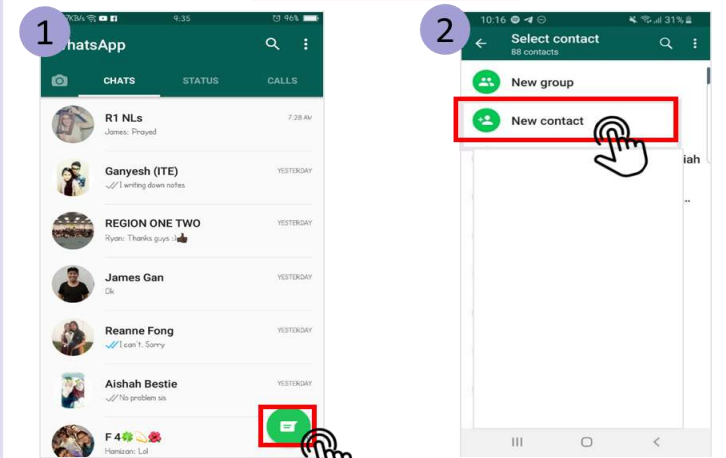
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Upon succesful registration, WhatsApp automatically sync **Contact List** on your

phone. To add more contacts, please follow the steps below.
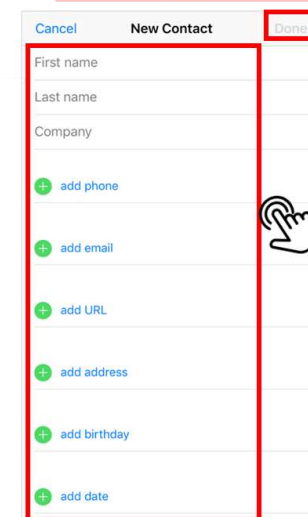
Tap ✎ to begin.

Tap on **New Contact**.

Tap 💬 to begin.

Tap on **New Contact**.

3 Enter your new contact's name and phone number.

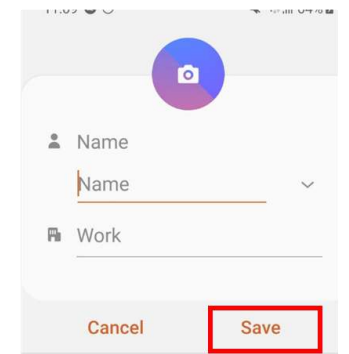4 Tap **Done** once you have completed.

iOS

3 Enter your new contact's name and phone number, scroll down for more fields.
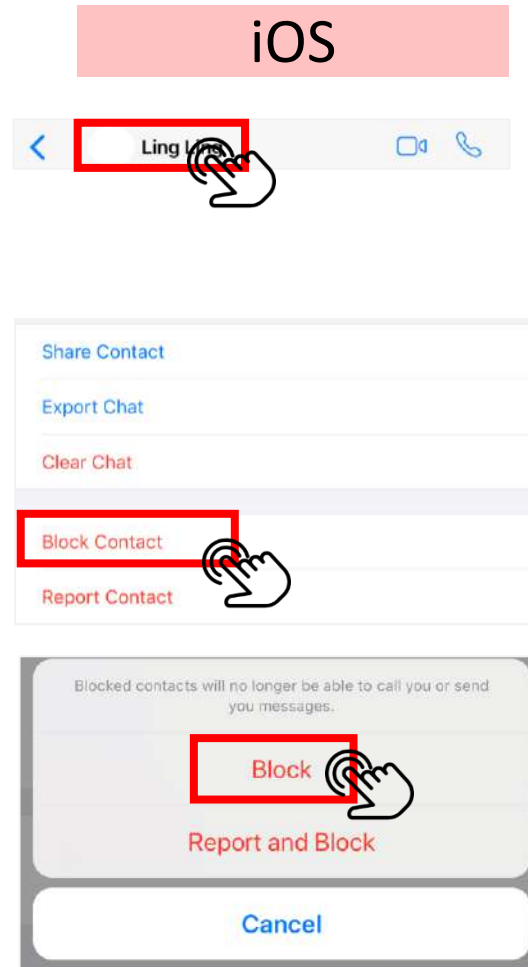
4 Tap **Save** once you have completed.

Android

How to Add Contacts on WhatsApp

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How to Block Contacts on WhatsApp

1 Enter the conversation with the contact and tap the name on top.

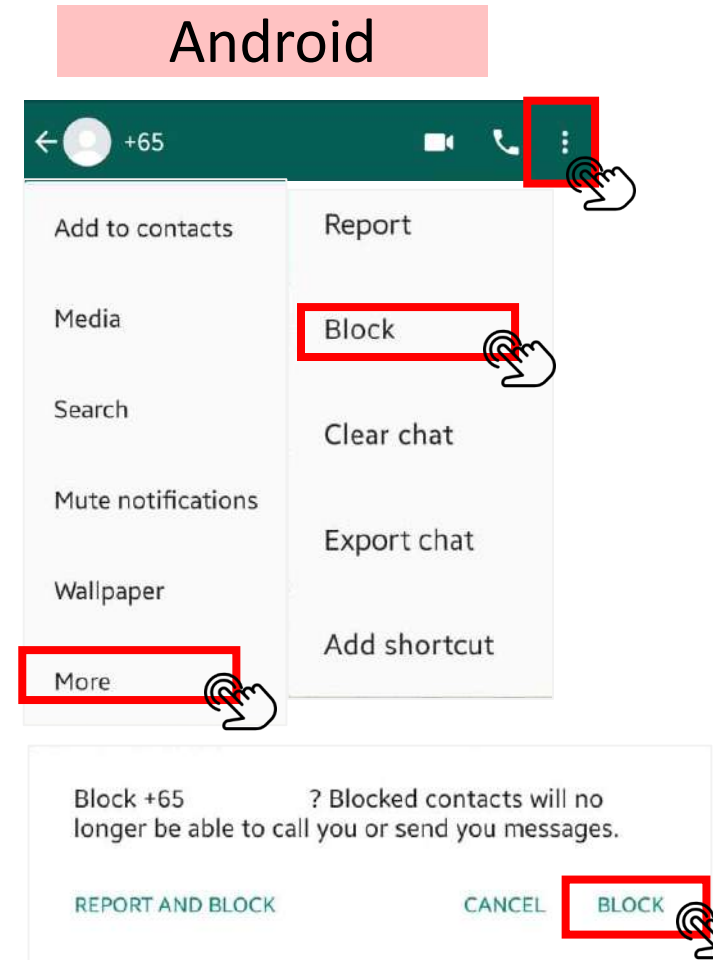**2** Scroll down and tap on **"Block Contact"**.

3 Tap on **"Block"**.

Ling Lins

Share Contact
Export Chat
Clear Chat
Block Contact
Report Contact

Blocked contacts will no longer be able to call you or send you messages.

Block
Report and Block

Cancel

1 Enter the conversation with the contact and tap the ⋮ icon.

2 Tap **"More"** followed by **"Block"**.

3 Tap on **"Block"**.

+65

Add to contacts
Media
Search
Mute notifications
Wallpaper
More

Report
Block
Clear chat
Export chat
Add shortcut

Block +65   ? Blocked contacts will no longer be able to call you or send you messages.

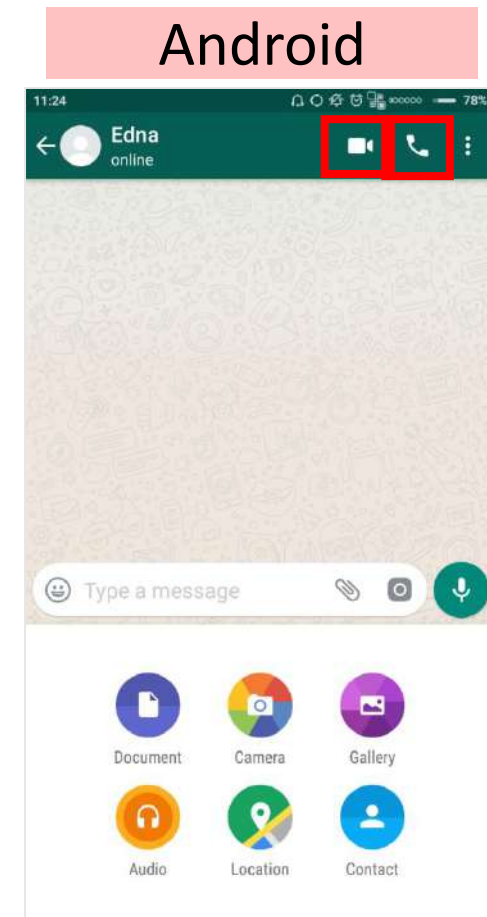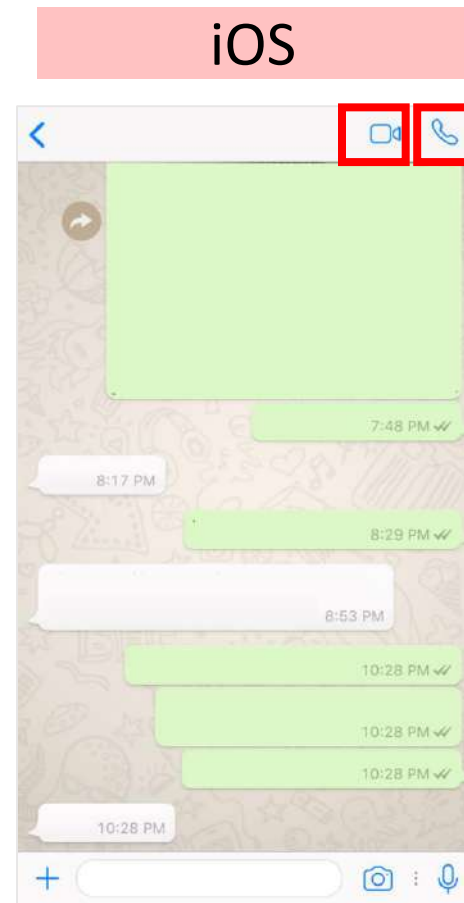REPORT AND BLOCK   CANCEL   BLOCK

(i) You can choose to report and block spam messages or messages from unknown senders.

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Activity: Demo how to do a Voice/Video Call

1 Tap on 📞 (iOS) or 📞 (Android) to make a voice call.

2 Tap on 📹 (iOS) or 📹 (Android) to make a video call.

iOS

Android

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Module 1: Gov.SG

1. Know what is Gov.SG and how to sign up for it
2. **Activity: Subscribe to https://go.gov.sg/whatsapp**

Did you know?

You can subscribe to the government WhatsApp service through "Gov.SG" on your mobile devices to receive the latest government news on-the-go!

STEP 1 | **Sign up for Gov.sg WhatsApp at go.gov.sg/whatsapp**

Open any internet browser (e.g. Safari, Chrome) on your mobile device and enter the web address: **go.gov.sg/whatsapp**

Fill in your name, mobile number, age range and indicate your language preferences.
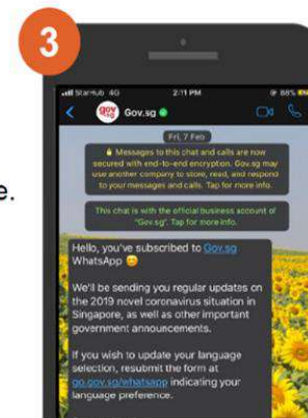(You may indicate multiple languages)

Scroll to the bottom and tap on "Submit" to complete your subscription.

STEP 2 | **Stay updated with Gov.sg WhatsApp**

Do ensure you already have the WhatsApp app in your mobile device.

You will receive a push notification upon successful subscription.

The illustrations above are taken from iPhone interface.

You can also stay updated on the Gov.SG website, Facebook, Youtube, Instagram.

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