# WESTERN CAPE EDUCATION DEPARTMENT

## DIRECTORATE: E-LEARNING

# SCHOOL IS CLOSED
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# HOW TO
# USE
# WHATSAPP

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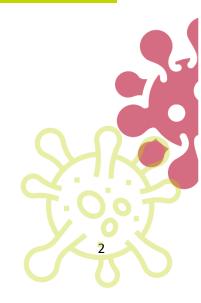
**WHATSAPP CAN BE USED ON YOUR COMPUTER IN TWO WAYS:**

1. **WhatsApp Desktop:**
   a. An application that you can download on your computer
2. **WhatsApp Web:**
   a. A browser-based version of WhatsApp

### 1. Installing WhatsApp on your computer (Windows 8.1 and newer)

**Step 1:** On your computer's browser, navigate to https://www.whatsapp.com/download to download the **.exe file**.

**Step 2:** Once the download is complete, open the **WhatsApp.exe** to install WhatsApp on your computer.

**Step 3:** When the installation is complete, open WhatsApp on your phone. Tap **Menu** or **Settings** and select **WhatsApp Web** Point your phone to the screen to capture the **QR code** and **scan** the QR code to **log in.**

### 2. Using WhatsApp Web in your web browser

**Step 1:** **Launch** WhatsApp on your phone and go to **more options** (the three dots at the top right corner)

**Step 2:** Select **WhatsApp Web** from the drop-down menu

**Step 3:** Visit https://web/whatsapp/com via your computer/laptop/tablet **browser**

**Step 4:** **Scan** the **QR Code** on your computer browser to complete verification of WhatsApp Web.

## How to send any file on WhatsApp

**Step 1:**
Launch WhatsApp and tap on an ongoing conversation in the Chats tab to open an existing thread, or tap on a contact in the Contacts tab to start a new conversation

**Step 2:**
- Tap the **paperclip** icon at the bottom right of the screen in the **message bar to add an attachment** to your message.
- Here you will see **six icons** pop up.
- **Tap** the **icon** most suitable to your needs.
- Based on your **icon selection**, WhatsApp will bring up **a list stored on your phone**
- **Select** the file of your **choice** and press **Send**. You can also **add** a **caption** to explain the **context** of the file sent.

## How to video call on WhatsApp

**Step 1:** **Open** a WhatsApp **conversation**

**Step2:** Tap the **video camera** at the top right of the window. The video call will **automatically commence**, and the recipient's phone will ring

## How to group video call on WhatsApp

**Step 1:** **Open** a WhatsApp **conversation**

**Step 2:** Tap the **video camera** at the top right of the window. The video call will **automatically commence**, and the recipient's phone will ring.

**Step 3:** Once your recipient has **answered**, tap the **add user icon** at the top right corner of the screen

**Step 4:** Select a **second recipient** to add them to the call. Once they have joined you can also **add a third recipient**.

## How to group video call from a WhatsApp group

**Step 1:** **Open** the WhatsApp **Group conversation**

**Step 2:** Tap the **phone icon** at the top right of the window

**Step 3:** You will be prompted to **select up to 3 recipients** in the group.

**Step 4:** Select the **video camera** option to **group video call**