

PRINTABLE GUIDE

Send and reply to a WhatsApp message

WhatsApp uses internet for messages and calls; data charges can apply. Both people need WhatsApp. Practise with a known person before using groups.

WhatsApp on iPhone or Android | 2 min read | 5 steps

Before you start

- ☐ WhatsApp installed and set up with your number
- ☐ Internet access
- ☐ A known contact who uses WhatsApp

1. Open the Chats area

Open WhatsApp and find Chats. Tap a familiar conversation, or use the new-chat control to choose a contact. The control may look like a speech bubble or a square with a pencil; its position varies by version.

- ☐ Done this step

2. Check the person first

Read the name at the top and check the number or contact details if unsure. A profile picture alone does not verify who owns an account. Stop if an unexpected person asks for money, passwords or a sign-in code.

- ☐ Done this step

3. Write a short message

Tap the message box near the bottom and type a simple greeting. Read it before sending. Tap the send arrow rather than the microphone, which records audio. Your message should appear in the conversation.

☐ Done this step

4. Reply when a message arrives

Open the same chat, tap the message box and write your answer. To quote a particular message, touch and hold it and choose Reply if offered. Check that the quoted message is the one you intended before sending.

☐ Done this step

5. Leave and return

Use your phone's Home control, then reopen WhatsApp and Chats. Find the conversation again. Avoid sharing private information in a group; everyone in that group may be able to see what you send.

☐ Done this step

Try it for yourself

Agree a test with a friend, send a greeting and reply to their answer.

☐ I tried the task.

My notes

Do I need to pay for mobile data?

That depends on your plan. WhatsApp uses an internet connection; home Wi-Fi can avoid using your mobile data allowance.

Official help and the online guide

WhatsApp: reply to a message - <https://faq.whatsapp.com/3240283752856917/>

WhatsApp: internet connection for messages - <https://faq.whatsapp.com/5155925751185676/>

Read online: <https://plaintechguides.com/guides/whatsapp-first-conversation/>