



SMART 03

# How to communicate by text with a smartphone

Different ways to communicate by text on a smartphone

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Warsaw University  
of Technology



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SMART

MODULE 3

## How to communicate by text with a smartphone

There are a number of different ways to communicate by text on a smartphone. This module will focus on a brief introduction to three approaches for sending textual information: **SMS messaging**, **e-mails** and **social media texting** through apps such as WhatsApp and similar applications.

# Chapters in this module

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**1**Introduction to messaging

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**2**Sending, receiving and searching for SMS text

---

**3**Sending and receiving e-mails

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**4**

Social network messaging to individuals and groups

## **Important note:** **SMART Hands-on examples** **are through Android™**

The content in this module is based around Android, the most popular smartphone software.

While the images and approaches may change slightly for other smartphones, the basic ideas will be the same.

You can send SMS, e-mails and social media texts on other non Android smartphones too such as an iPhone® and others.





**SMART**

**MODULE 3**

**CHAPTER 1**

# Introduction to messaging

Welcome to chapter 1 of the module SMART 03 “How to communicate by text with a smartphone”. It gives an overview with reference to basic steps of messaging. Texting, also known as SMS or short messaging service, has been around for a long time now and allows you to send a short message to another smartphone.

# What will you learn

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- 1 Introduction to SMS messaging
- 2 Introduction to e-mail texts
- 3 Introduction to messaging through social media
- 4 Different styles appropriate for each type of messaging



## Stay connected to the world!

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We humans are social beings, social interaction is a natural aspect of life. Advances in technology have allowed easier communication across distances, cultures and time zones.

A quick response is very often required for urgent situations that arise in business, education and between friends. Modern smartphones feature most of functions of the computer and texting is a rapid and convenient form of information exchange.



# Three different styles of texting: which is the best one for you?

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## SMS messaging

This is the traditional way for people to send messages between smartphones. It is an alternative to making a call, and allows you to reach out to someone and allow them answer when they have time.

To keep messages short sometimes people use abbreviations; for more details on this look at Chapter 2 of this module.

## E-mail text

This approach originally started on computers but is also now on most smartphones. E-mails are rarely formatted like an official letter, they don't generally contain formal phrases like *"Dear Sir/Madam"* or *"Yours Sincerely"*.

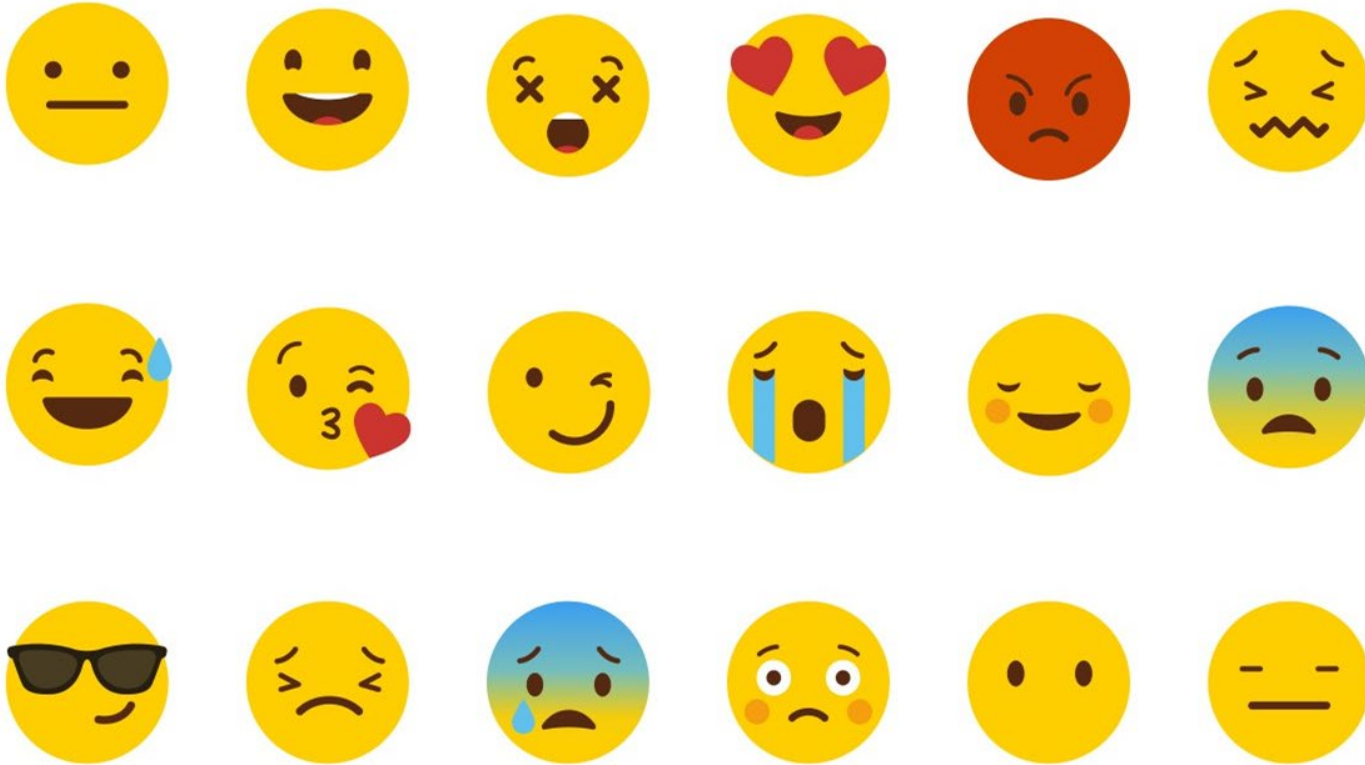
Emails are useful if you need to reach a friend or a family member who works on a computer without distracting their work routine. For more details look Chapter 3 of this module.

## Texting with social media apps

WhatsApp and similar applications connect via WiFi giving a free text option without using mobile data. You may download these apps from Google Play™ (or App Store if you use an iPhone).

These applications allow you to communicate with your family members individually and with people who you are working or doing business with as a group.

Emoticons, or short for "emotion icons" are very popular in group texting. For more details look Chapter 4 of this module.



## Did you know?

Emoticons or emojis are great forms of expression to add to conversation, making communication fun.

Emoticons are often used in text messaging. We will return to this in chapter 2.

# Texting: Pros and Cons

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## Advantages

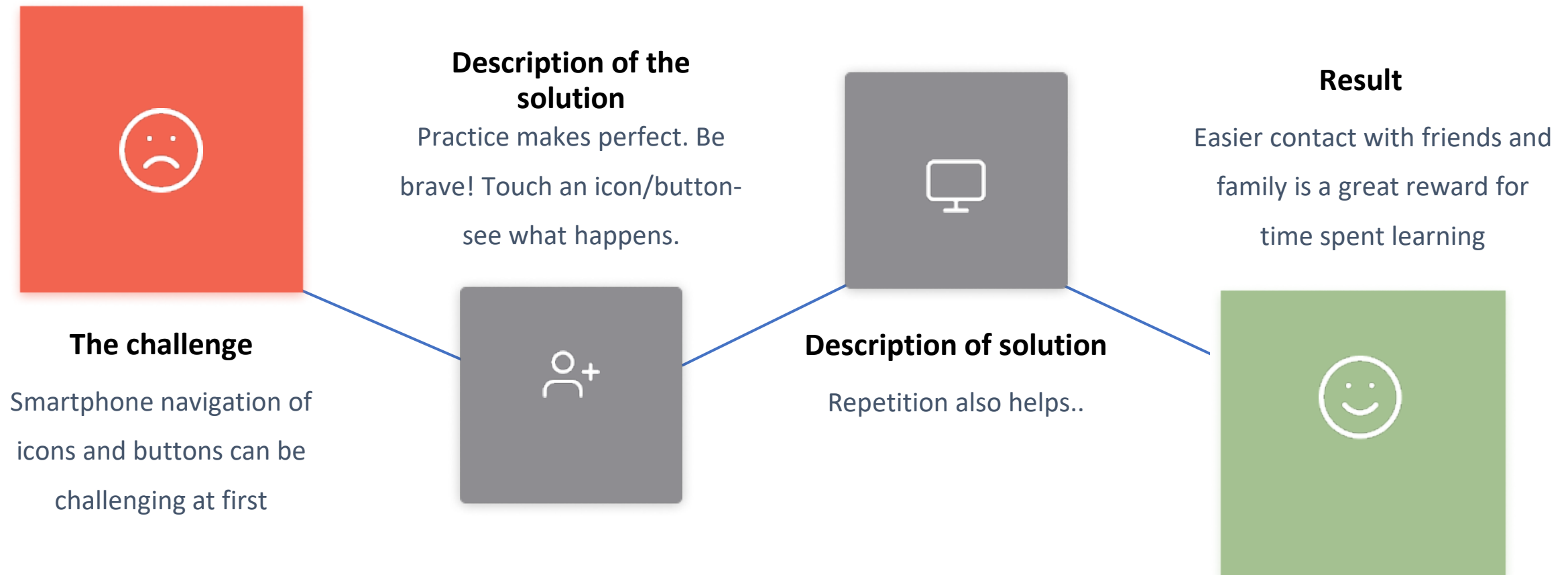
- Convenient way to stay in touch with people.
- Texts allow time to respond to compared to a need for immediate reaction with calls.
- Texts allow quick response to business or social gathering confirmation without disrupting your routine.



## Disadvantages

- Texting can be addictive, leading to excessive use of the smartphone
- Texts are less personal than calls where you can hear the voice of the person
- Group social texts could be distracting to your lifestyle

# Problem and Solution



## Solution process

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Here are some challenges for you including topics that were covered in module 1. Throughout this module, we will be looking at practical steps for communicating by text. You should take opportunities to practice what you learn as you learn it. This will make it easier for you to remember. Some of these tasks are based on material from SMART 01.

- Try to connect your phone to available network/ Wi-Fi
- Add your e-mail account, start communication
- Practice returning to the home screen with smartphone and text icons
- For more apps right or left on the screen
- After a set period, think about your achievements using the smartphone. What can you do now that you couldn't before?
- Ask your friends and family to text you to practice more!

## Quote

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*“ According to the philosophers Andy Clark and David Chalmers in a 1998 paper, our mental states, like our beliefs or our memories, aren’t always just in “in our heads”. They are spread out. In other words, it is not just that I use my contact list in my smartphone as a crutch to help me remember, my actual remembering is partly constituted by the phone itself. It is a combo of brain cells and computer chips.”*

**Michael Lynch, 2016, [theguardian.com](https://www.theguardian.com)**

# Chapter summary

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1

This chapter has given a brief introduction to messaging by text

2

**SMS** or short messaging service, the text is sent across the mobile phone network, and is described in chapter 2

3

**E-mail** allows you to send a message to computers and is covered in chapter 3. .

4

**Social media texting** can send texts without a phone network is in chapter 4.

5

Texting often uses abbreviations such as u, btw, cu, 2moro

6

Texting also sometimes involves the use of emoticons.

7

Please progress on to the next module that focusses on SMS texting

**HoS\_Quiz\_TU\_SMART\_03\_TextCommunicationWithSma  
rtphone\_CH\_01\_slide15.xlsx**

# Chapter completed!

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Congratulations! You have successfully completed this chapter!

## Summary of acquired skills

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1

Basic knowledge of texting options: SMS, e-mails, texts with social media apps on Wi-Fi

2

Understanding opportunities of better communication and social life with technology.

## What is next?

---

Now you can either repeat this chapter or follow our study recommendation by clicking on one of the buttons below:

[Restart](#)[Next](#)



**SMART**

**MODULE 3**

**CHAPTER 2**

## **Sending, receiving and searching for SMS text**

In chapter 1 of this module we looked at an introduction to different ways of texting on the smartphone. This chapter will focus on the particular case of SMS texting. This is the most traditional way of communicating by text between phones and predates the smartphone SMS texting has been around since the 1990s

# What will you learn

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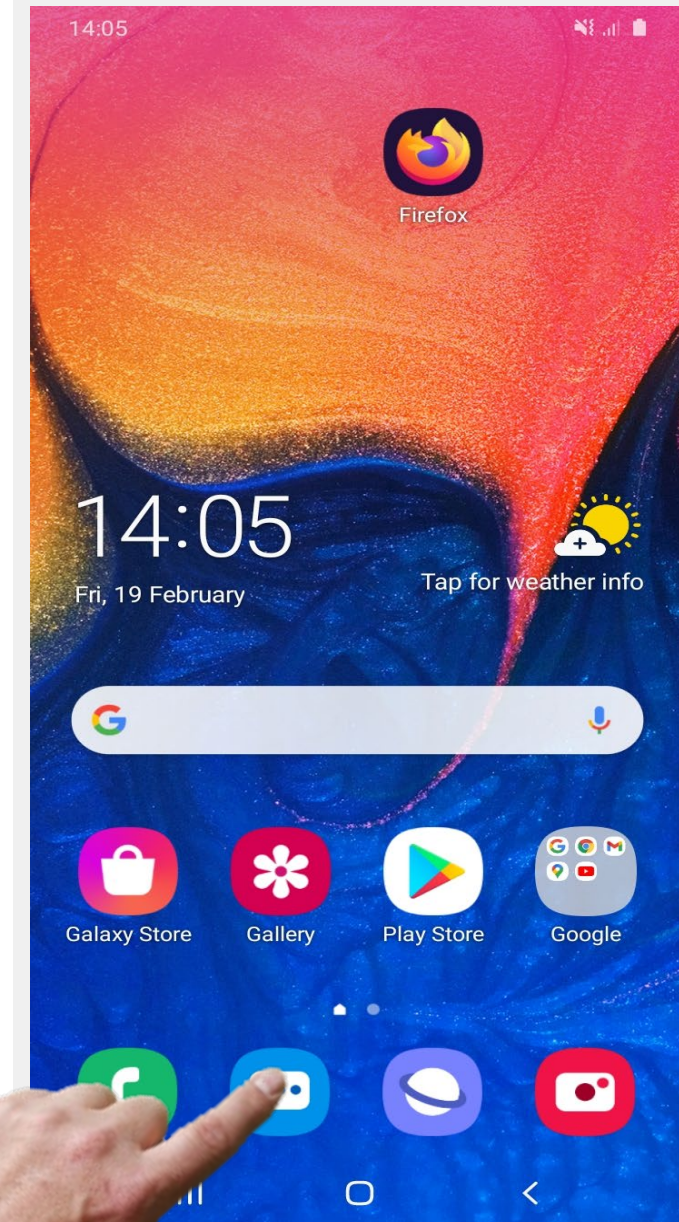
- 1 How to send a new SMS message
- 2 How to reply to an SMS message
- 3 How to forward an SMS message
- 4 Adding acronyms and emojis into your messages

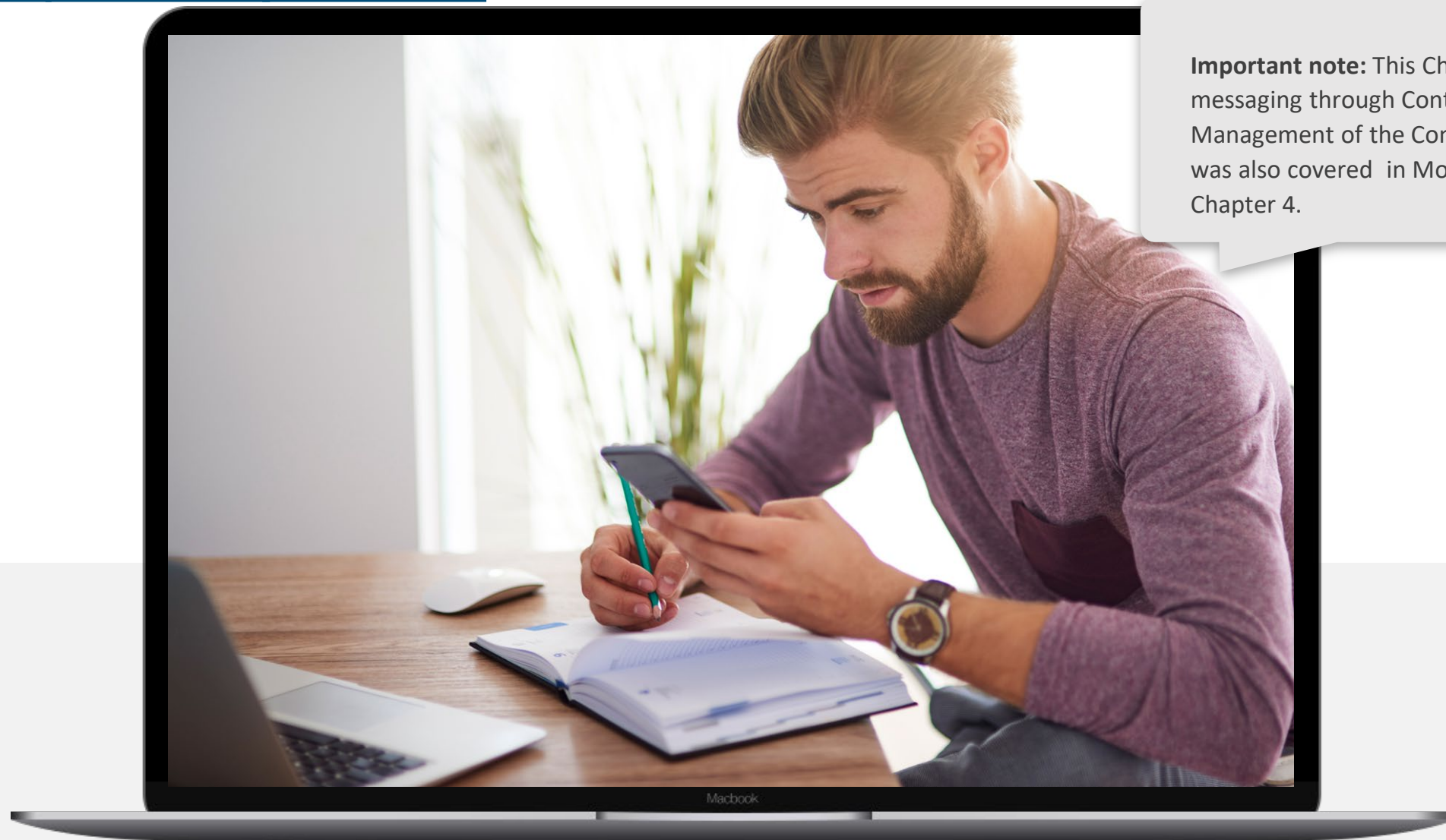


# Introduction

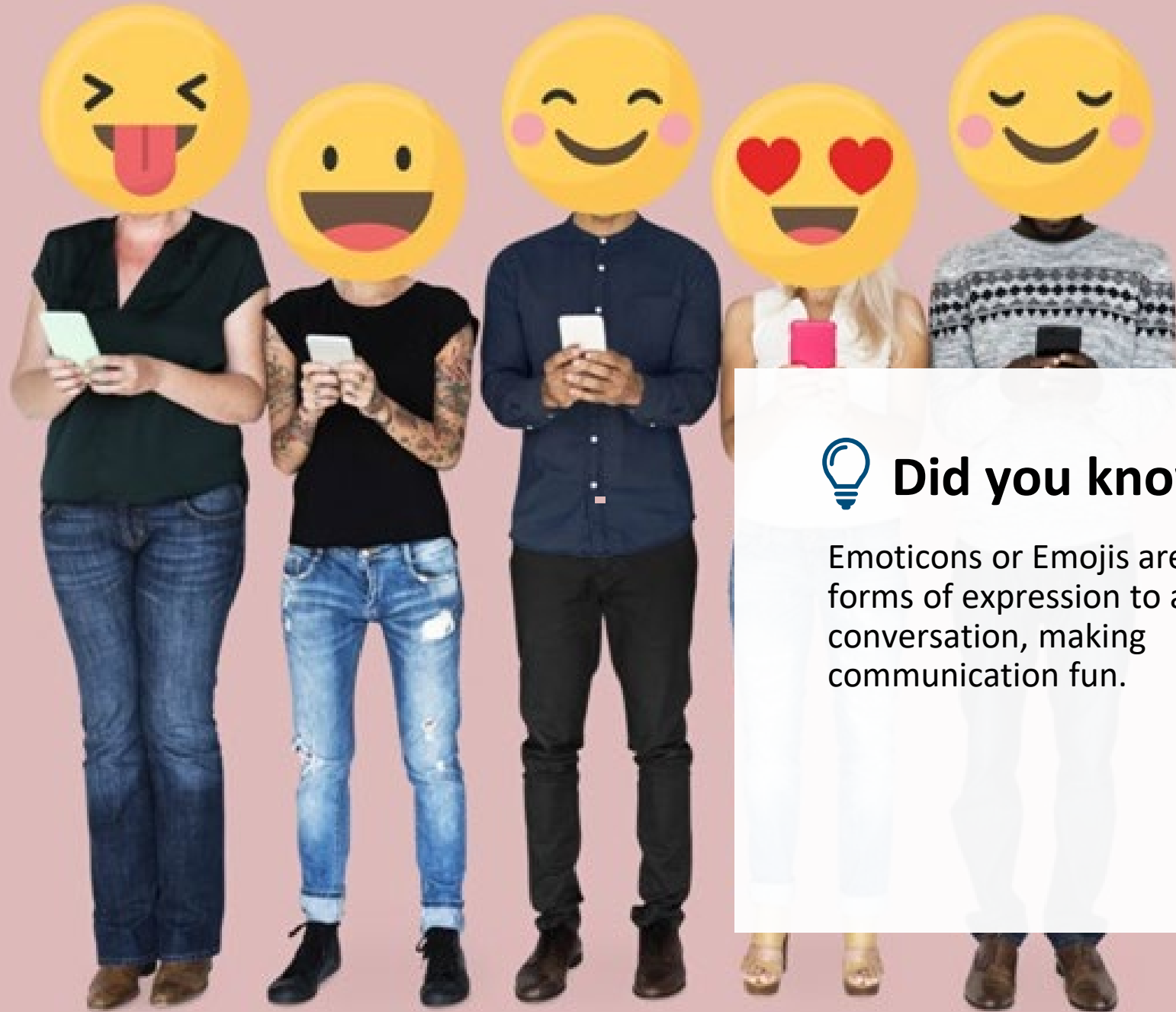
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**Texting**, also known as SMS or short messaging service, has been around for a long time now. Texting allows you to send a short message to another smartphone. This communication of the text happens across the mobile phone network, so SMS communication happens between two different phone numbers.





**Important note:** This Chapter uses messaging through Contacts. Management of the Contact list was also covered in Module 2 Chapter 4.



## Did you know?

Emoticons or Emojis are great forms of expression to add to conversation, making communication fun.

TTYL

THX

pls

XO

imho

fomo

GR8

afaik

LOL

CU L8R



## Did you know?

It is normal practice to keep SMS messages short. Sometimes people use abbreviations

For example:

**you** in a text message could be the letter **U**

**by the way** could be **btw**

**Friday** could instead be **Fri**

**January** becomes **Jan.**

See if you can figure out the meaning of these abbreviations

rofl

OMG

ROFL

tnx

BRB

XO

## Sending SMS texts

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After making and taking phone calls, perhaps the next most common thing to do on a smartphone is to send a text message.

The first main topic in this chapter shows you how to do that.



## How to communicate by text with a smartphone

1

### Opening the messaging app to send a text

Let's look now at sending a text. To start sending a text you have to tap with your finger on the icon for messages - this can be slightly different on different smartphones. Sometimes the word messages is written under the icon. As you can see on this picture the icon is blue. Sometimes it is orange. You can enter the text message app by tapping on this icon.

2

3



## How to communicate by text with a smartphone



1

2

### Selecting the recipient

Once you have entered the texting app, the first task is to select the person that you want to send a text to

3

To do this you click or tap on the place for adding the name and a list of possible names appears. Then you can select the recipient.

## How to communicate by text with a smartphone

1

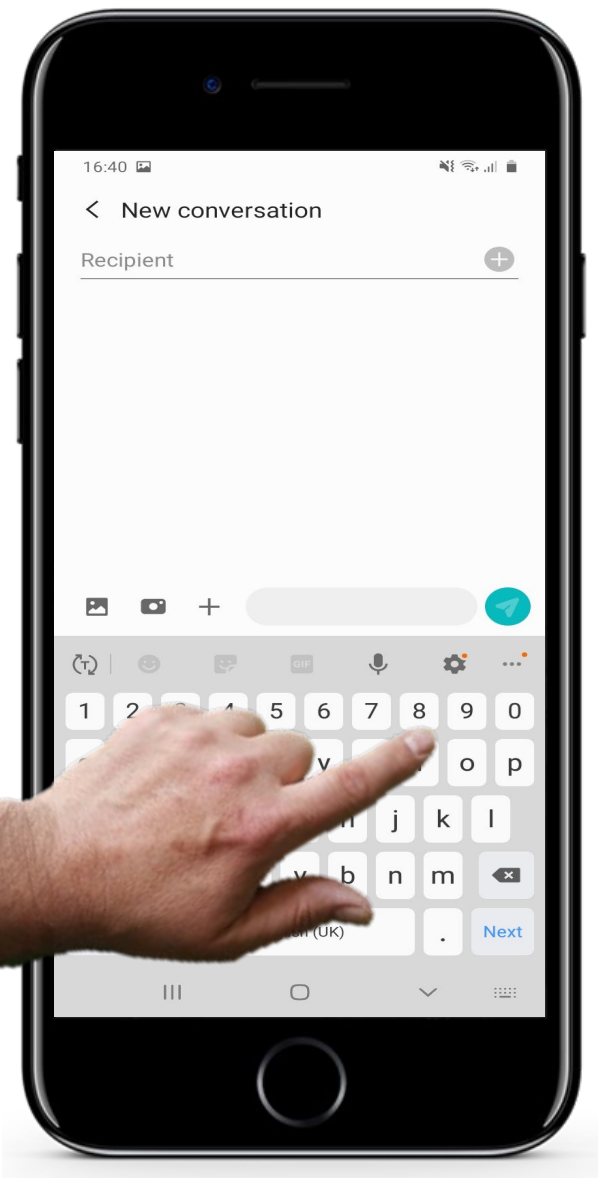
2

3

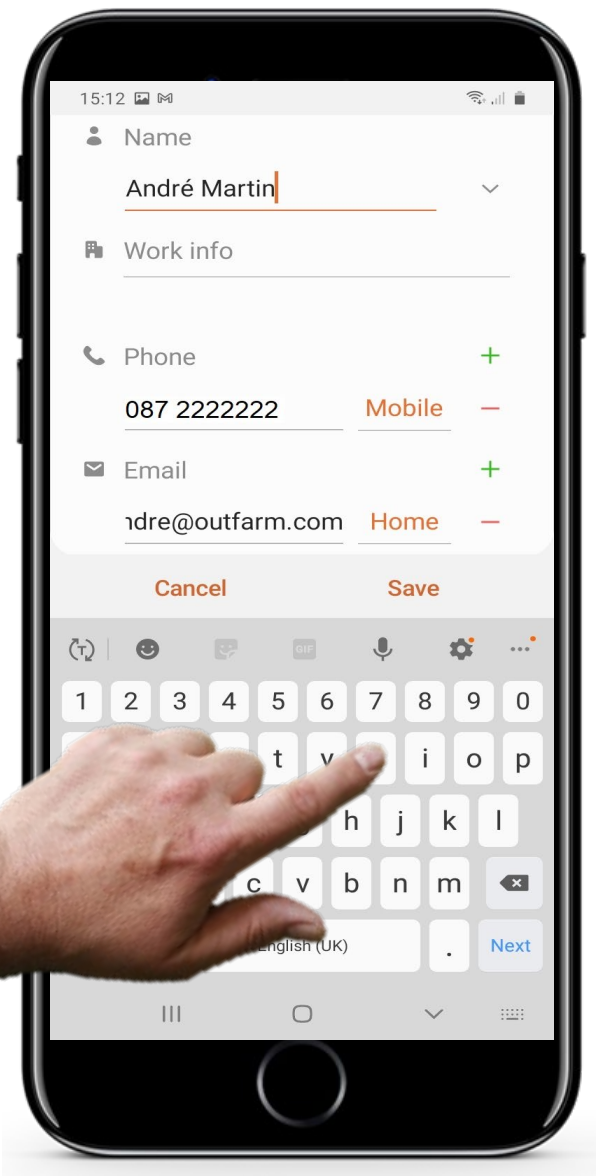
### Entering a phone number of the message recipient

Alternatively if the details of the person you are texting are not in the contacts list, you may wish to use their phone number.

You can type in a phone number instead of selecting the name, by using the screen keyboard that pops up at the bottom of the window.



## How to communicate by text with a smartphone



4

### Adding a name to go with a new phone number

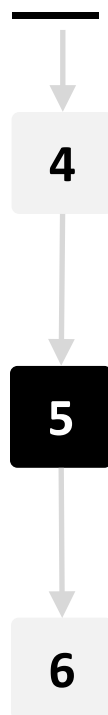
The messaging app normally asks you to add a name for that number, so the new number can be added to the contacts list.

5

Please just add in a name for the person.

6

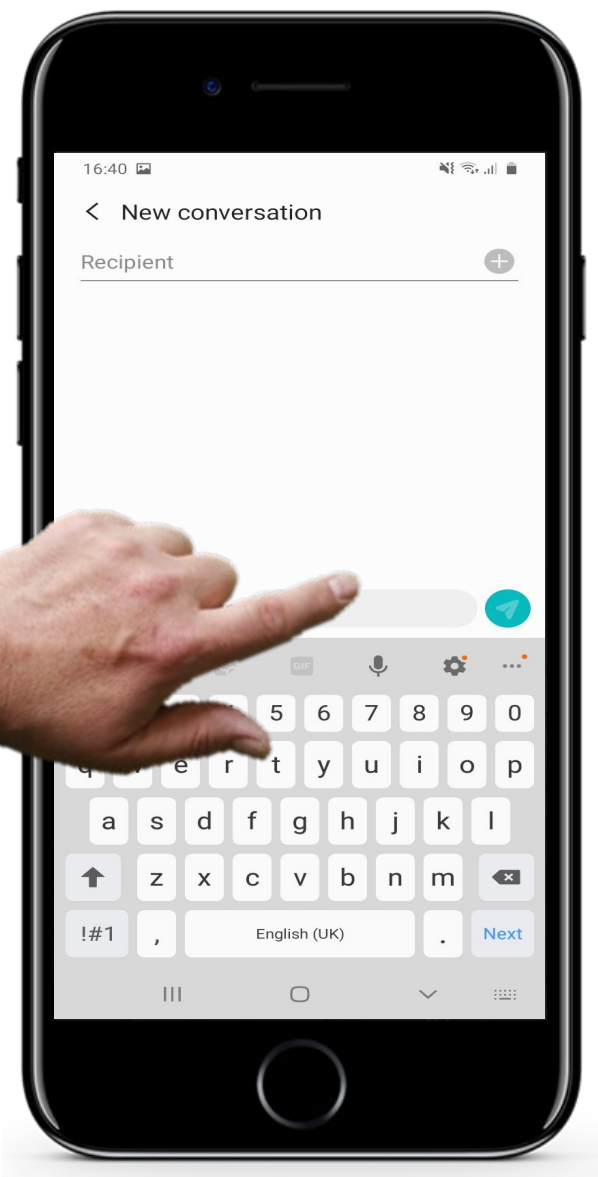
## How to communicate by text with a smartphone



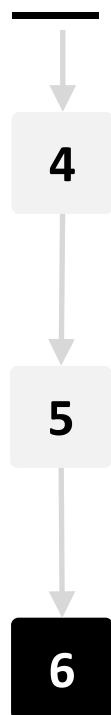
### Writing the message

Next you need to write your message. To do that you first tap your finger at the place on the window where the text goes as shown in the picture.

The screen keyboard pops up the little at the bottom of the screen. You can use this to type in your text message.

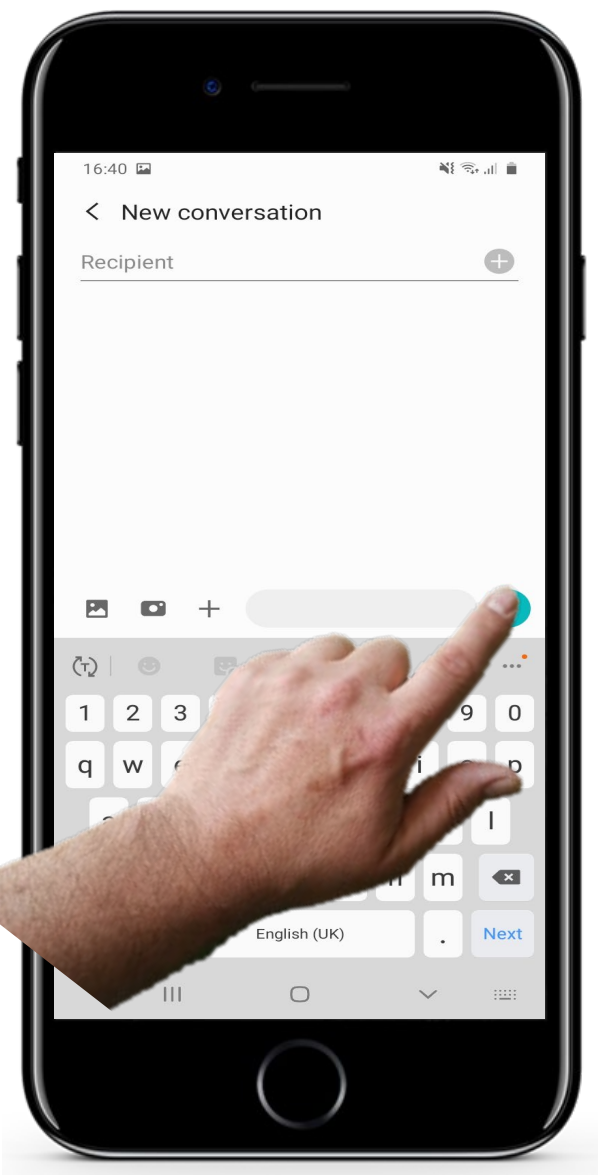


## How to communicate by text with a smartphone



### Sending the message

Once the details or number of the person you are texting is entered and the text message has been created, you simply tap on the send button or icon to send it. This is often some sort of colourful button with an arrow on it as in the picture here.



## Viewing and searching for texts

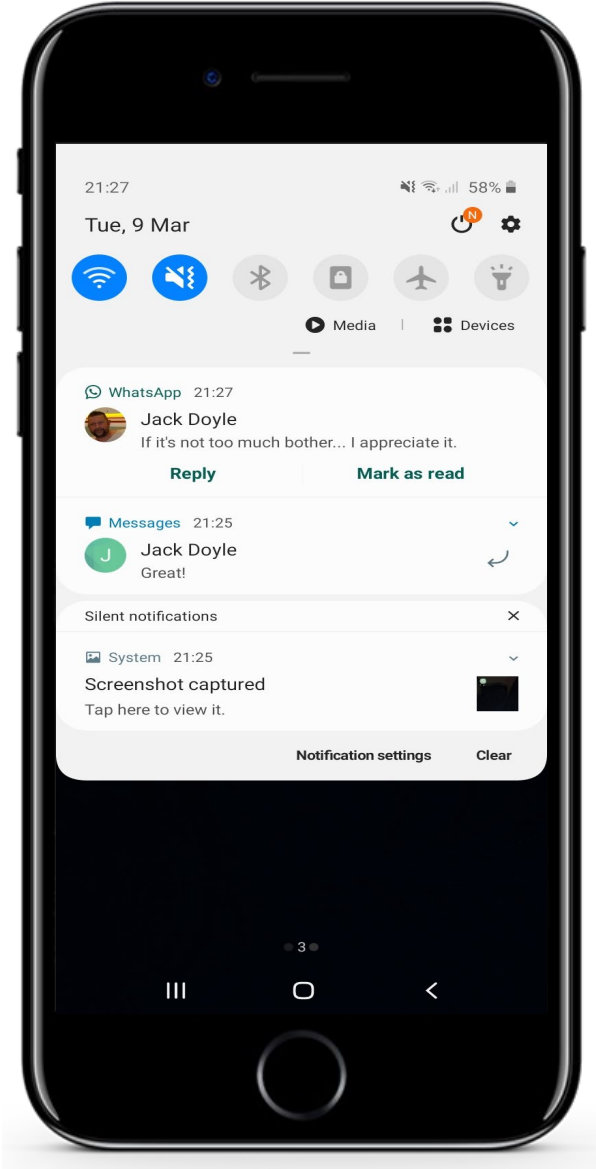
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In addition to sending text, you might also wish to view, search for and open text messages that have been sent to your smartphone. This next topic covers that task.

Please make sure to try this one out on your smartphone with texts that have arrived.



## Viewing texts



1

### How to know when a text has arrived

When a text arrives on your smartphone usually, a shortened version of the message showing the first few words, appears on your home screen

2

3

4

## Viewing texts

1

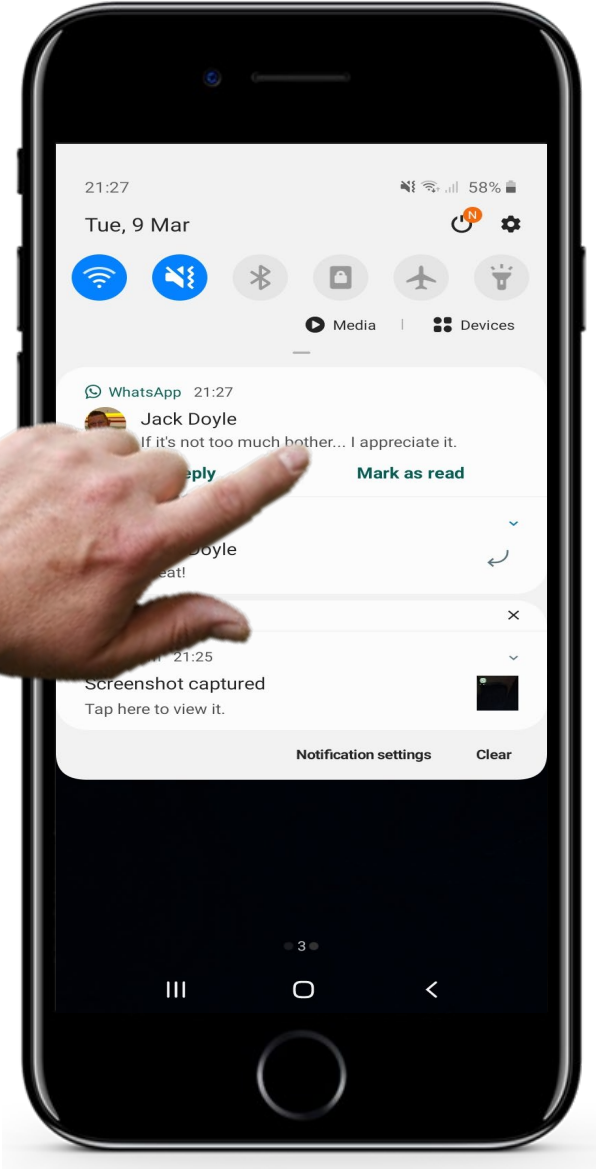
2

3

4

### Viewing a text that has arrived

You can view all of the text by tapping on this message and this opens up the messaging app.



## Viewing texts

1

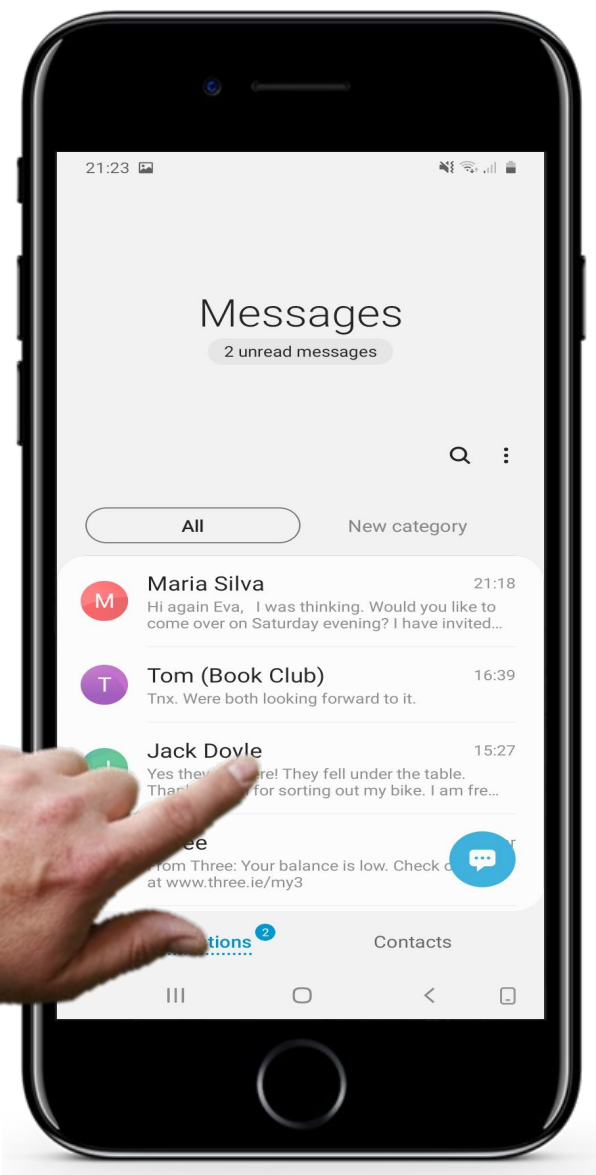
2

3

4

### Opening a message that arrived previously to view it

While viewing the list of arrived messages, you can also tap on one of these recent messages to open the one that you want to view.



## Viewing texts



1

2

3

4

### Viewing a message that arrived previously

When you do this the details of the message will appear.

## Searching for texts

1

### Entering the messaging app to search for a text

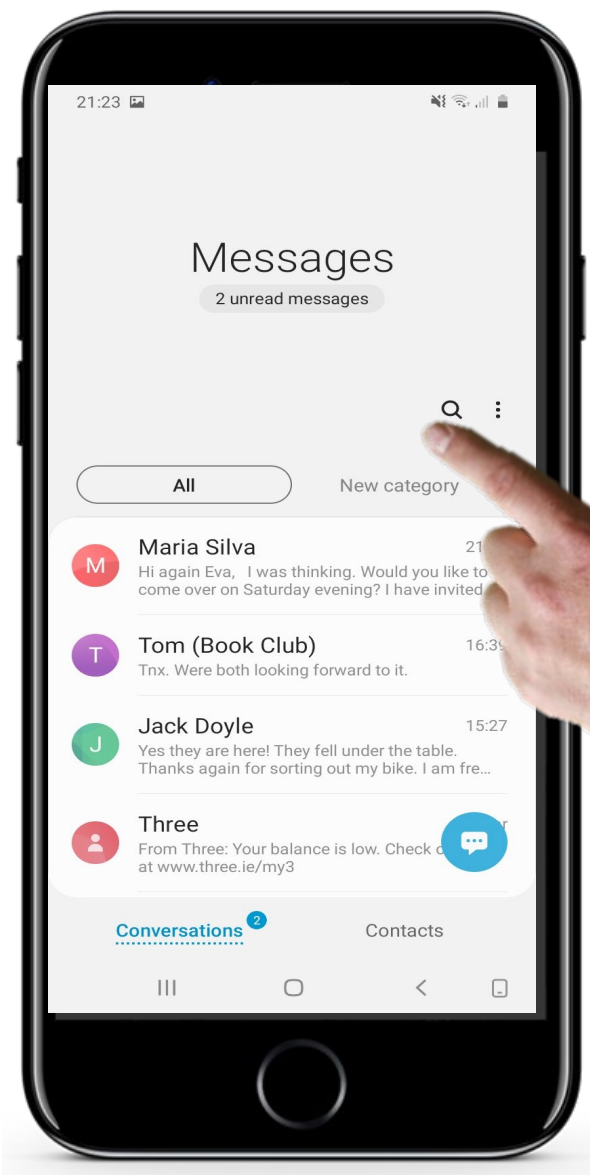
When you wish to search for a message, you tap on the message icon to open the messaging as before

2

3



## Searching for texts



1

2

### How to search

You should see a list of all the messages that have been received in chronological order.

Now to look for a message, there's a search icon (magnifying glass) which you can tap on.

## Searching for texts

1

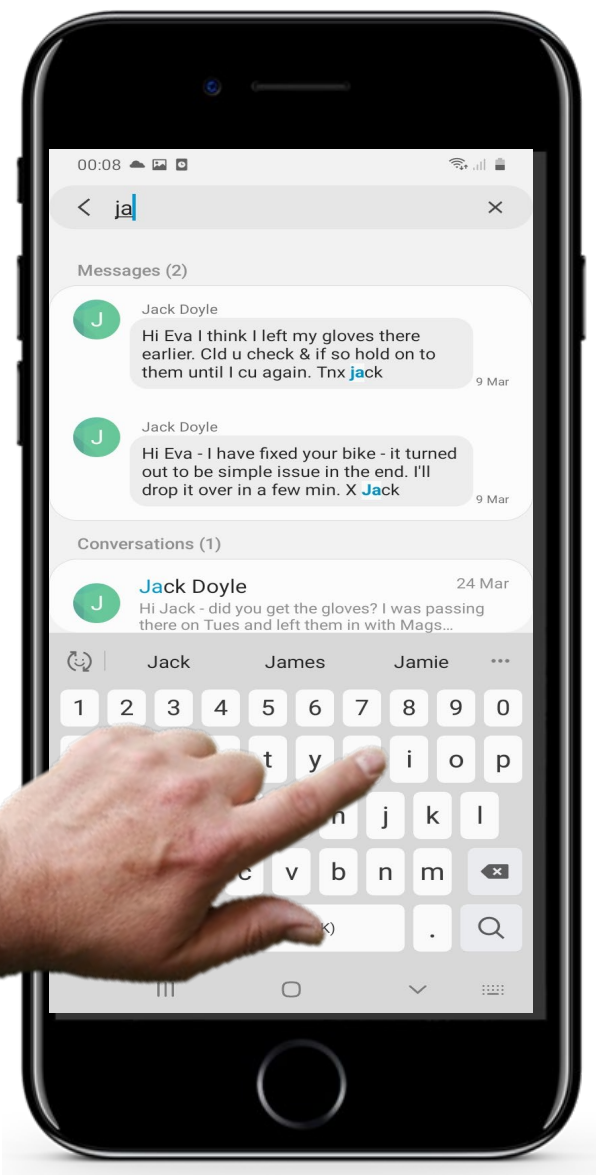
2

3

### Typing in the name you wish to search for

Now you type in the name of a person that you are looking for.

The app will then search for all messages for occurrences of that name or that word and you can find your message in that way.



## Forwarding SMS texts

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Once you have found and read a text, you may wish to **forward** it to someone.

**Forwarding** is where you send a message you have received on to one or more others.

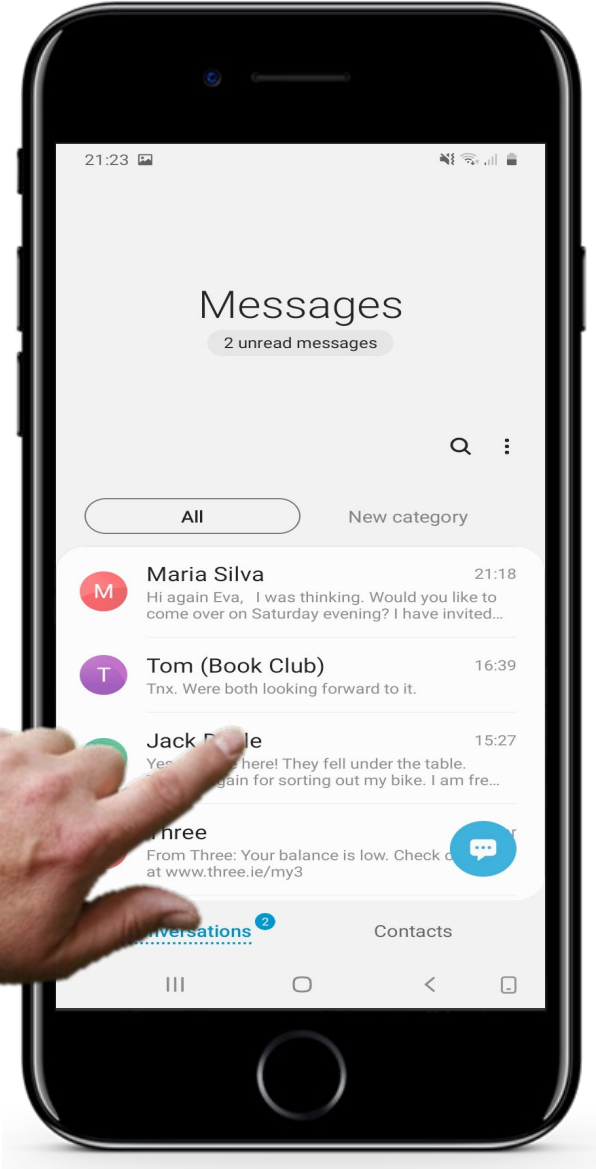


## Forwarding SMS texts

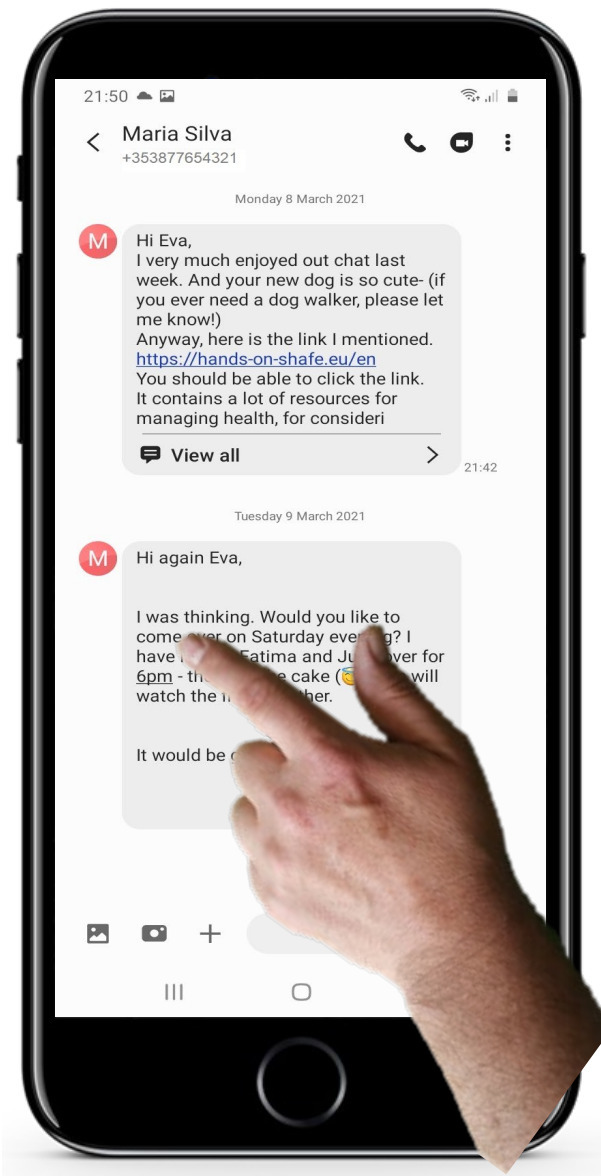
**1**

### Selecting the message to forward

To forward a text that you've received, assuming that you've already opened the app, you simply tap on the name of the contact whose text you wish to forward

**2****3**

## Forwarding SMS texts



1

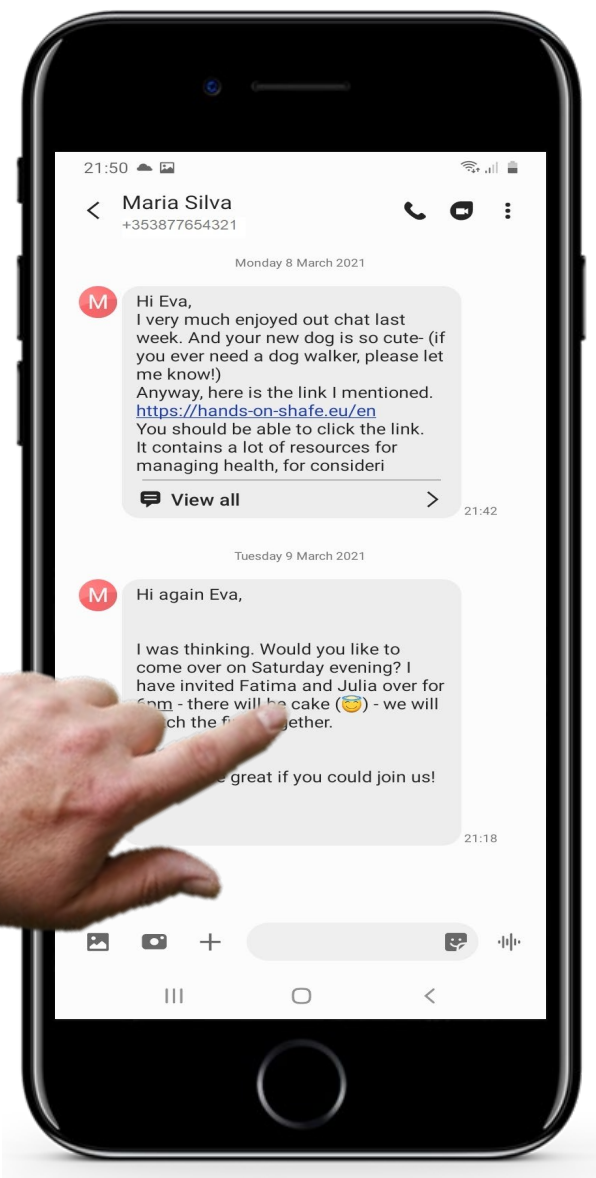
2

3

### Selecting the text that you wish to forward

You will see all of the recent texts from the sender of the original text.

## Forwarding SMS texts



1

2

3

### Choosing to forward a text message

Now instead of tapping, you need to press and hold the message that you wish to forward to another person.

This can take a bit of practice to get right!

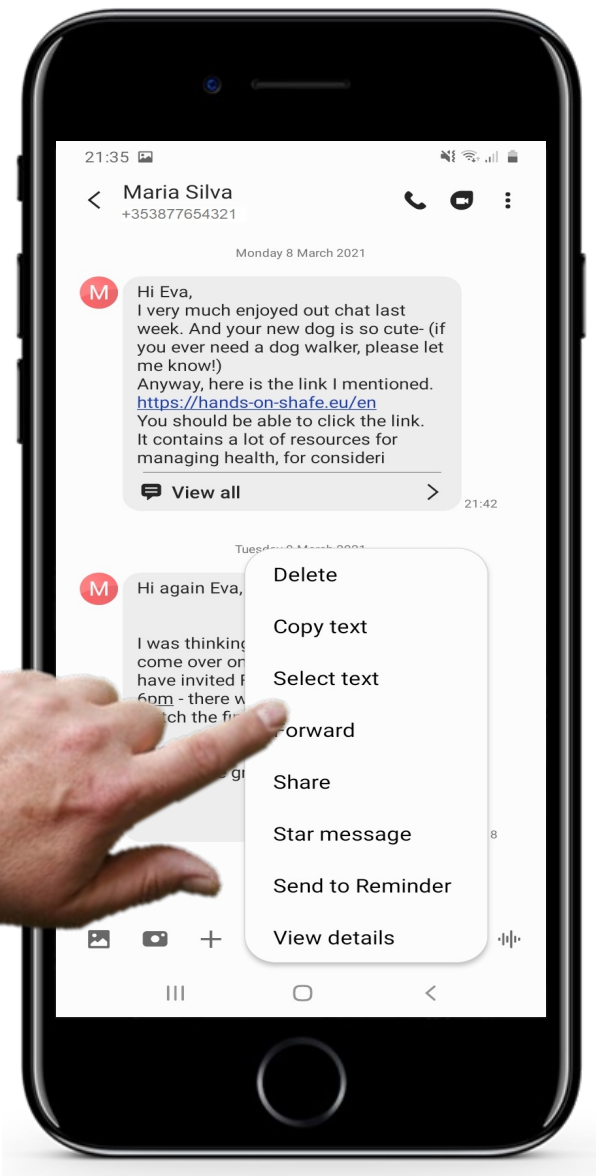
## Forwarding SMS texts



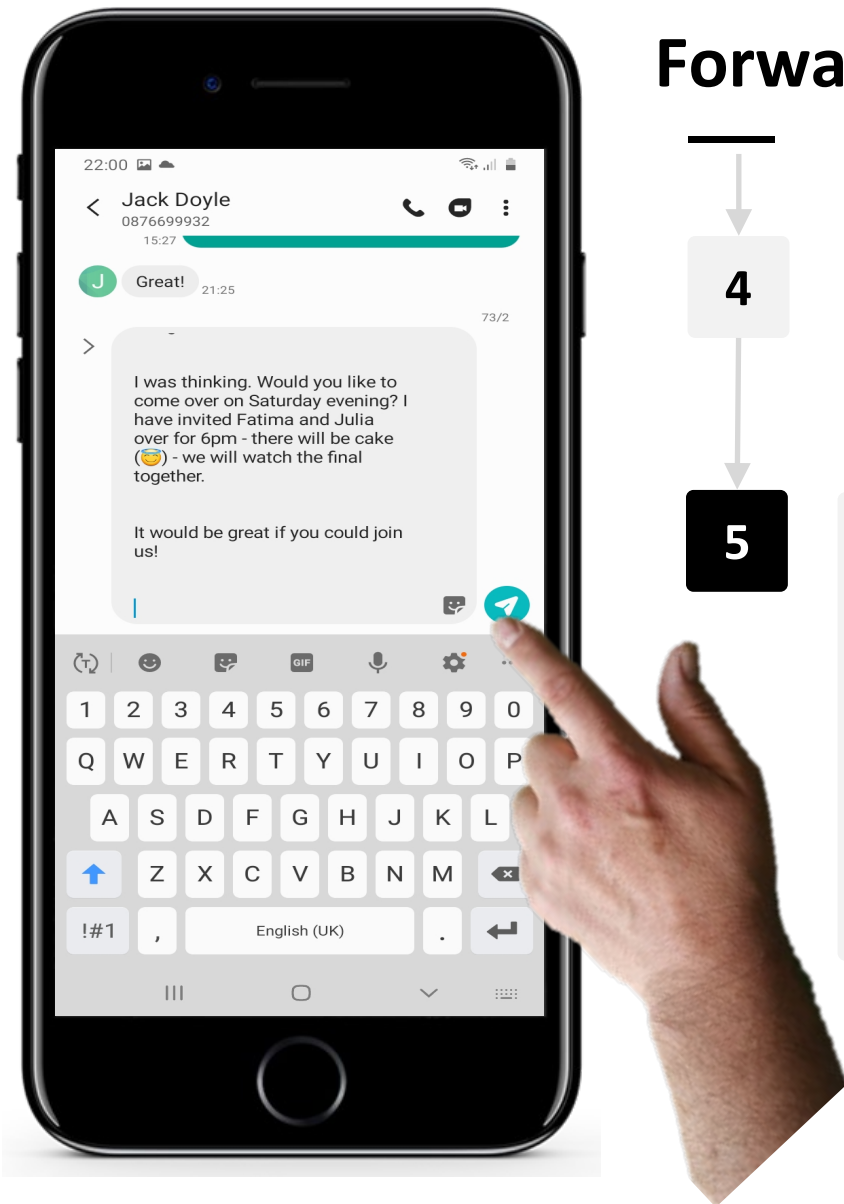
### Selecting recipient of text

A menu will appear listing a some options. Select **forward**

To send this message to another person you then select their name. In this example it is a recipient called Jack Doyle



## Forwarding SMS texts



### Sending the forwarded message

Jack Doyle has now been selected as the recipient, now it is time to send.

Finally you tap the green arrow button in the corner of the app to send the message on.

## Attaching photos and other files

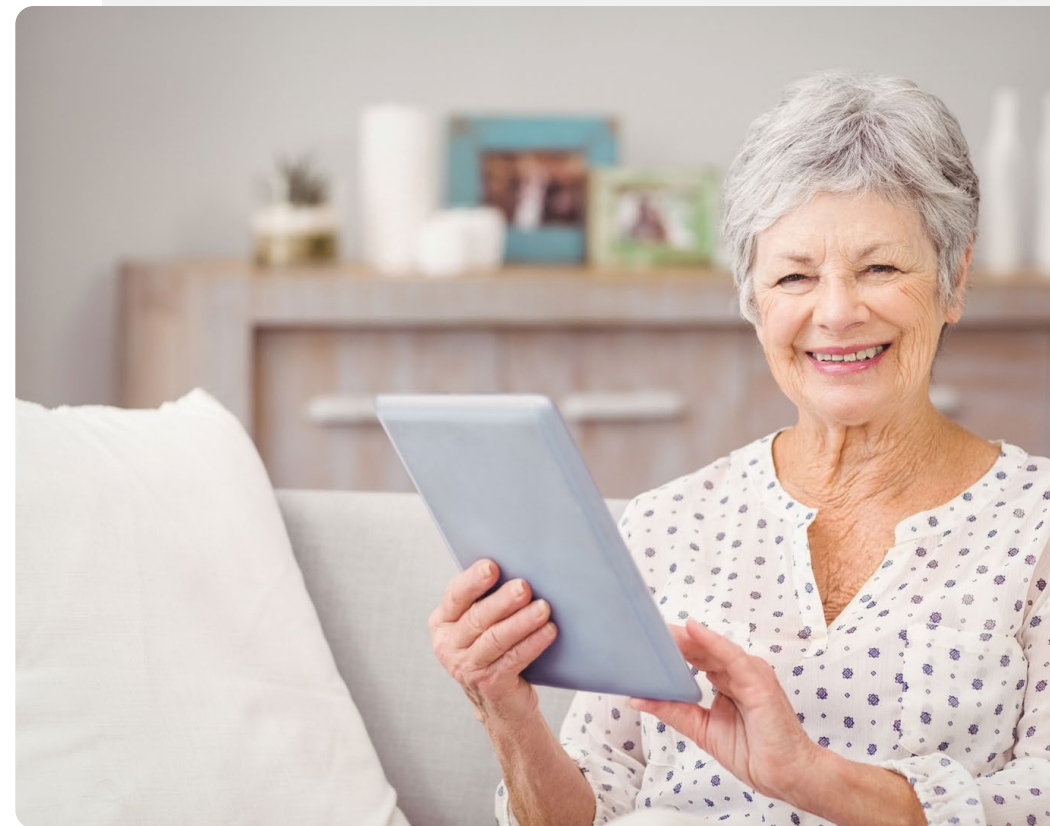
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You may also **attach** a photograph, document or other item to a text message.

When you don't have a WiFi connection, and you attach a multimedia file to a message, it becomes a multimedia message (MMS)

Depending on the arrangement that you have with your wireless broadband supplier, this may be more expensive than sending a simple text.

Social media messaging is generally more popular for this. It is less expensive and more convenient. This approach will be covered in chapter 4.



## Attaching photos and other files

1

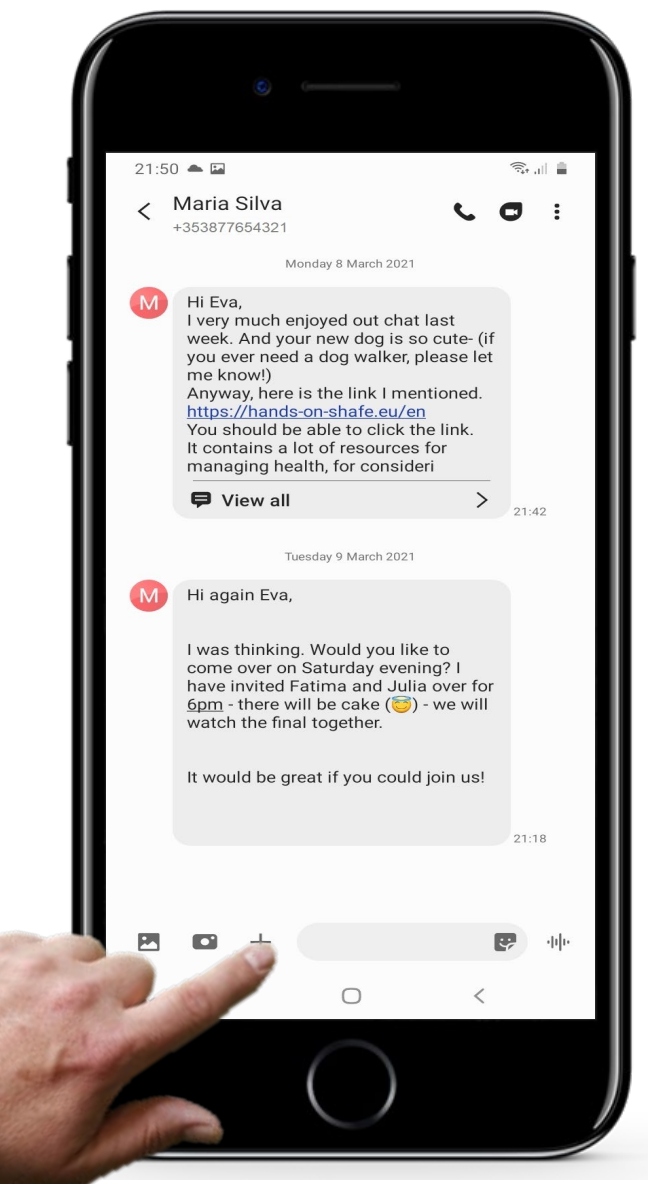
### Selecting the message to forward

You can add an attachment as you enter text of the message.

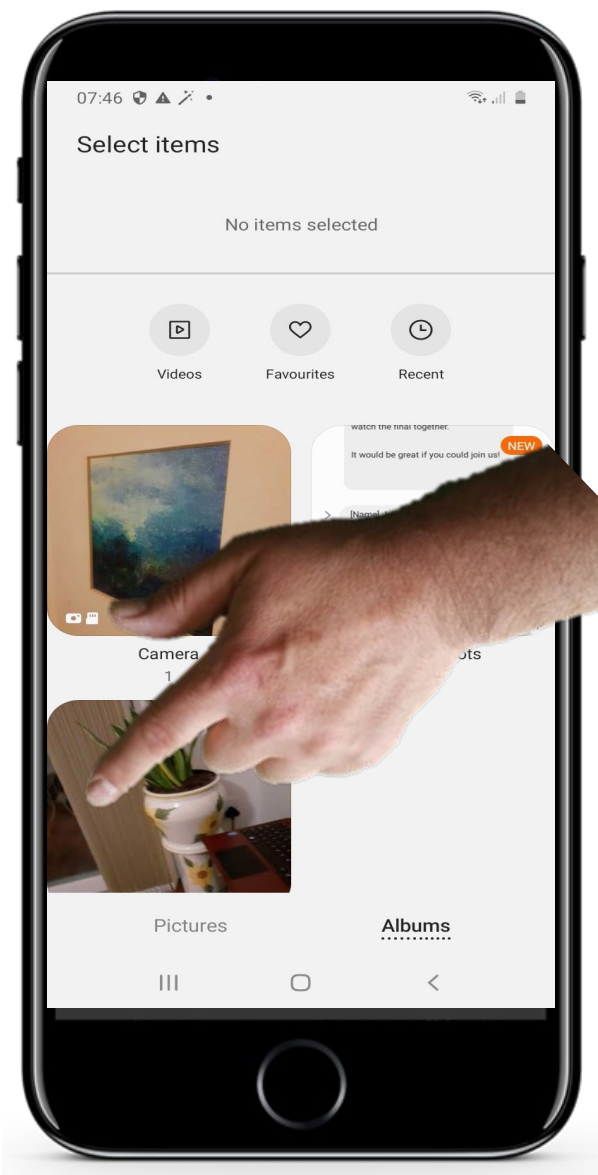
You do this in a couple of ways, by for example tapping the + sign to the left of the text message in the screen for a particular recipient.

2

3



## Attaching photos and other files



1

2

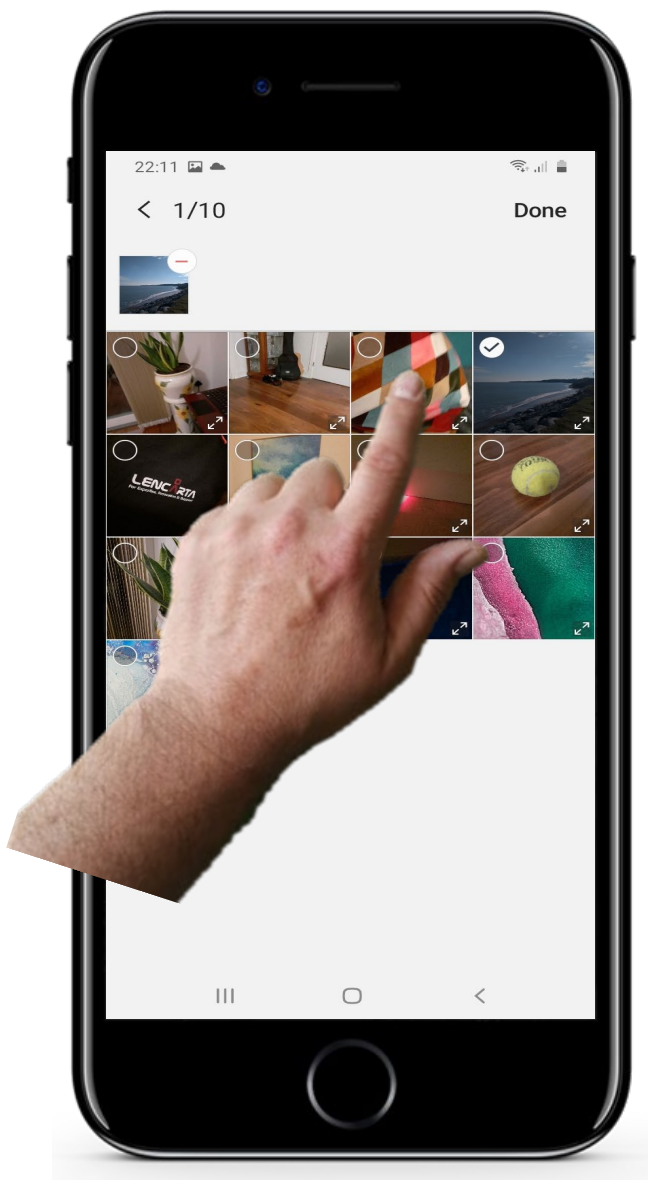
3

### Choosing the type of attachment

When you do this, a number of options pop up at the bottom of the screen including pictures take photo and contact (for sending a persons details to another person). This could also be a video or another type of file.

In this case we will choose to attach an existing image by tapping Pictures.

## Attaching photos and other files



1

2

3

### Selecting the file that you wish to attach

The next step is to choose the file (in this case an existing picture) that you wish to send by tapping on it.

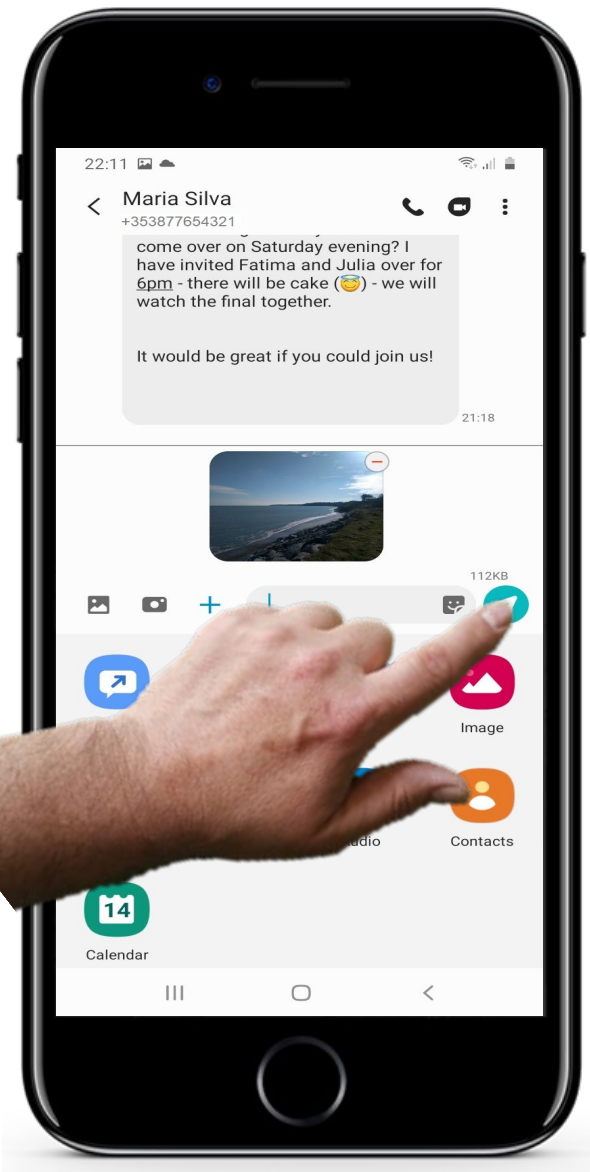
## Attaching photos and other files

4

**File is attached, now send.**

Once you tap photo that you wish to send it should get attached to the message. A small version of the file should appear alongside any text that you have entered in the message.

Now you can tap the send button to send the multimedia message.



## Pros and cons of messaging

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### Advantages

- Convenient approach to stay in touch with a wide group of people as most people use texting.
- Texts allow time to respond compared to immediate reaction that is required with calls.



### Disadvantages

- It could lead to excessive usage of the smartphone. You may need to watch the cost of texting!
- Texts are less personal than calls when you hear the voice of the person
- Group social texts could be distracting to your real-life routine

**HoS\_Quiz\_TU\_SMART\_03\_TextCommunicationWithSma  
rtphone\_CH\_02\_slide51.xlsx**

# Chapter completed!

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Congratulations! You have successfully completed this chapter!

## Summary of acquired skills

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1

In this chapter you have learned how to send new SMS texts and how to reply.

2

You learned the style of short texting and hopefully you enjoyed playing with emoticons!

3

You improved your smartphone navigation skills and hopefully added to your contacts!

## What is next?

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Now you can either repeat this chapter or follow our study recommendation by clicking on one of the buttons below:

[Restart](#)[Next](#)



**SMART**

**MODULE 3**

**CHAPTER 3**

## **Sending and receiving e-mails**

This chapter provides guidance how to send and receive emails. Email is another option to text on smartphone. E-mail can be sent directly from your smartphone to someones' computer, could be sent using WiFi and without using your mobile data.

# What will you learn

- 1 How to send a new e-mail
- 2 How to receive and reply an e-mail
- 3 How to forward an e-mail
- 4 The difference between official e-mails and e-mail to a friend



# Introduction

---

Email is an alternative to SMS texting from a smartphone. One big advantage of e-mail is that you don't need a phone signal and phone credit to get it working... just access the WiFi.

The examples in this chapter use Gmail from Google – this is typically found on an Android based smartphone. There are other mail apps but the principle will be the same. Other popular examples are Microsoft® Outlook® and Apple® Mail.



## Sending and receiving e-mails

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It is very useful to be able to send and receive messages from smartphones to computers. This is an advantage of e-mails over text messaging and allows you to send messages to someone who is working at a computer.

Emails can be answered without disruption of routine.

It allows smartphone users to communicate in a convenient way with family, friends and workers who are sitting at computers – causing less disturbance to daily routines.

This chapter will look at how you use this useful communication feature.





E-mails are rarely in the form of an official letter. This style of mail generally only happens if you are writing to or receiving information from Institutions. They use formal phrases like *“Dear Sir/Madam”* or *“Yours Sincerely”*.

Usually, the style is short and informal. For instance when you email a friend or a family member

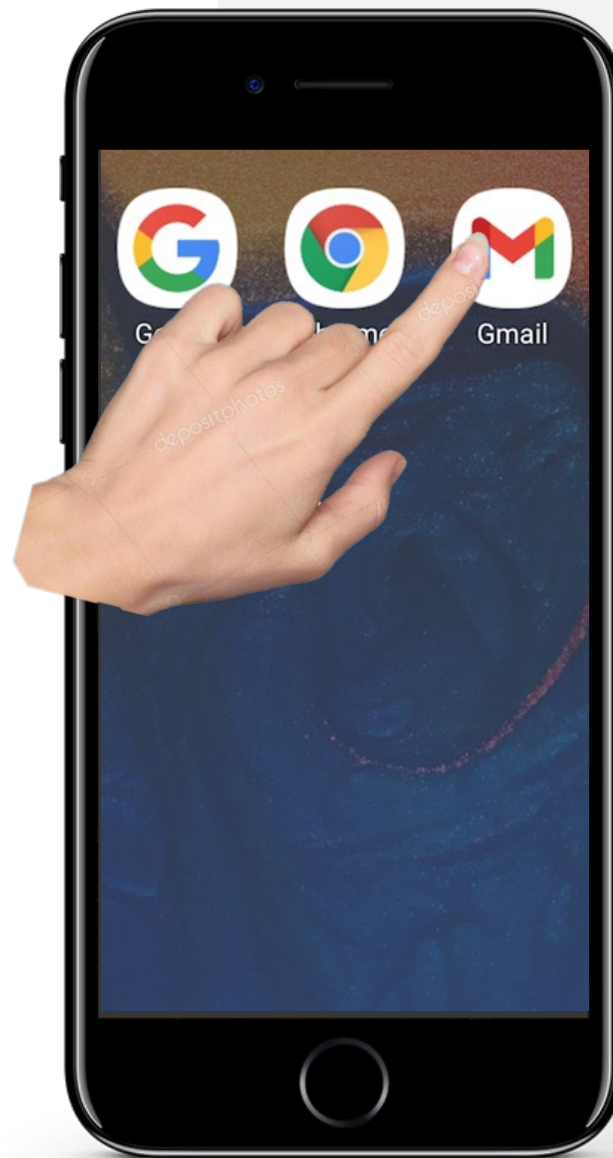
## Finding the e-mail app!

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As we described in module 1, it can be a bit of a challenge to find the mail app at first. Sometimes the mail app is on the home screen, but it is often partially hidden inside a folder on the home screen.

Tap the folder on the home screen with icons for search, browser, mail, Maps etc.

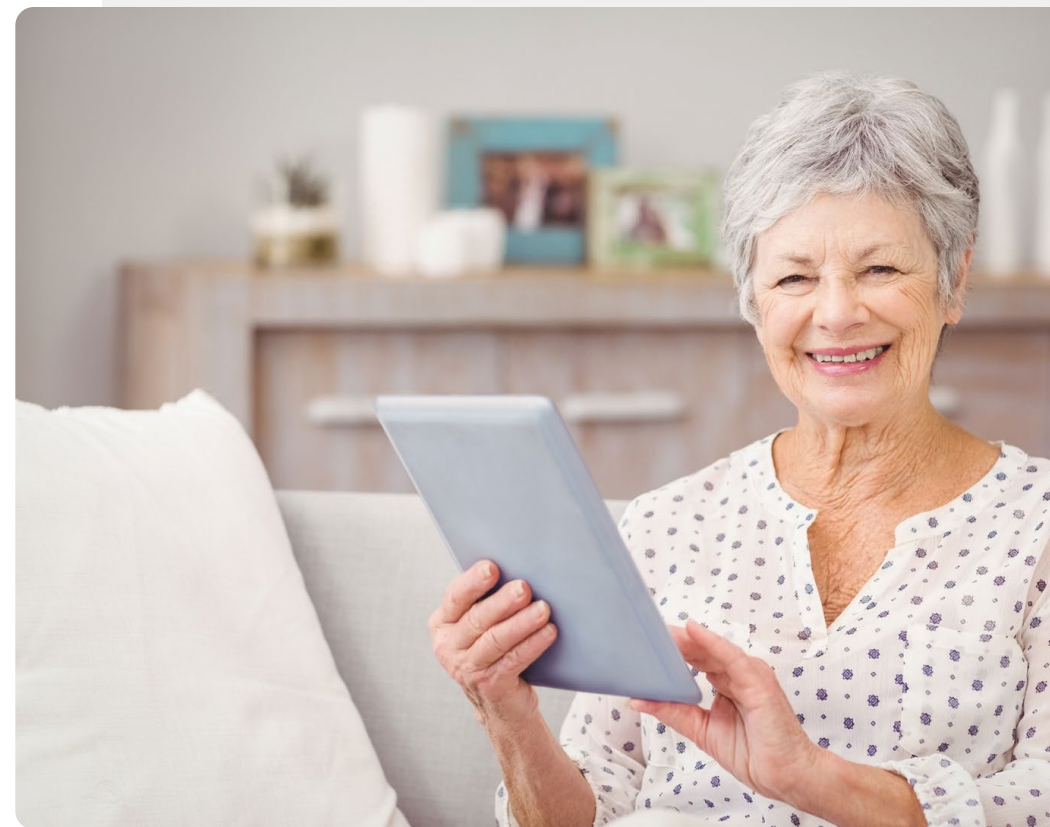
The mail icon is generally an envelope or @ icon. Touch it to add your e-mail account or access your mails.



# Receiving and opening an e-mail

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This first topic looks at first steps with e-mail, including receiving and opening e-mails.



## Receiving and opening an e-mail



1

### Opening up email

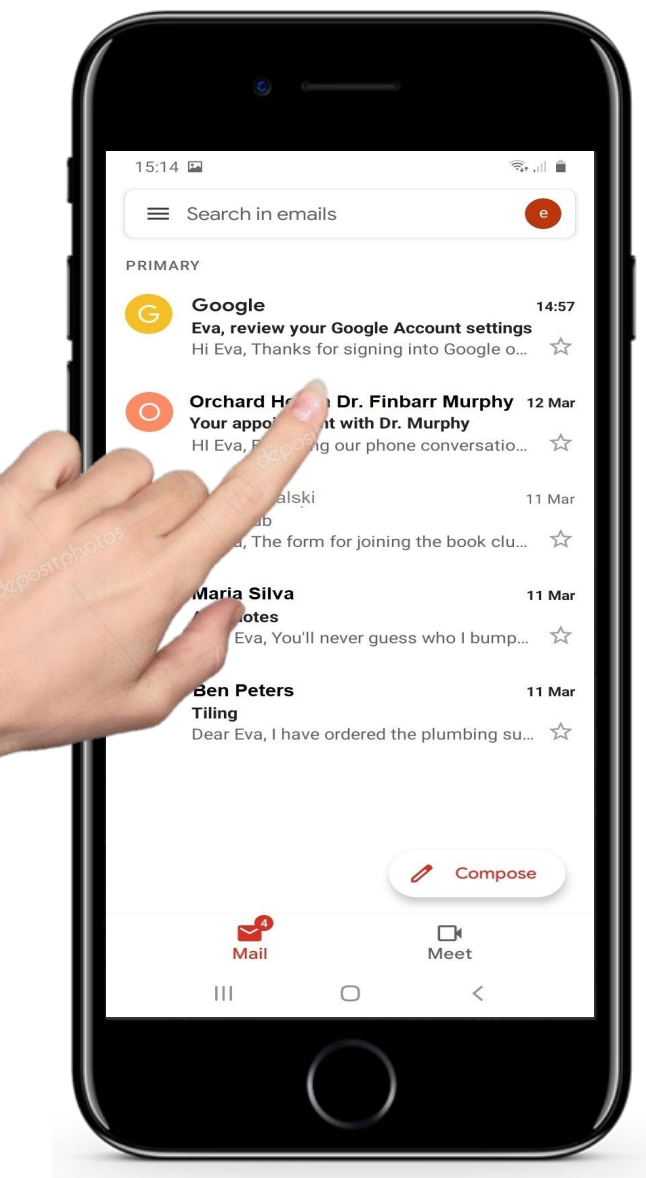
In order to enter into the mail system on your phone you need to tap on the icon for e-mail. As mentioned this is normally an icon with an m or @ sign on it but can be “hidden” in a folder on the home screen.

First of all you tap on the mail app icon,.

2

3

## Receiving and opening an e-mail



1

2

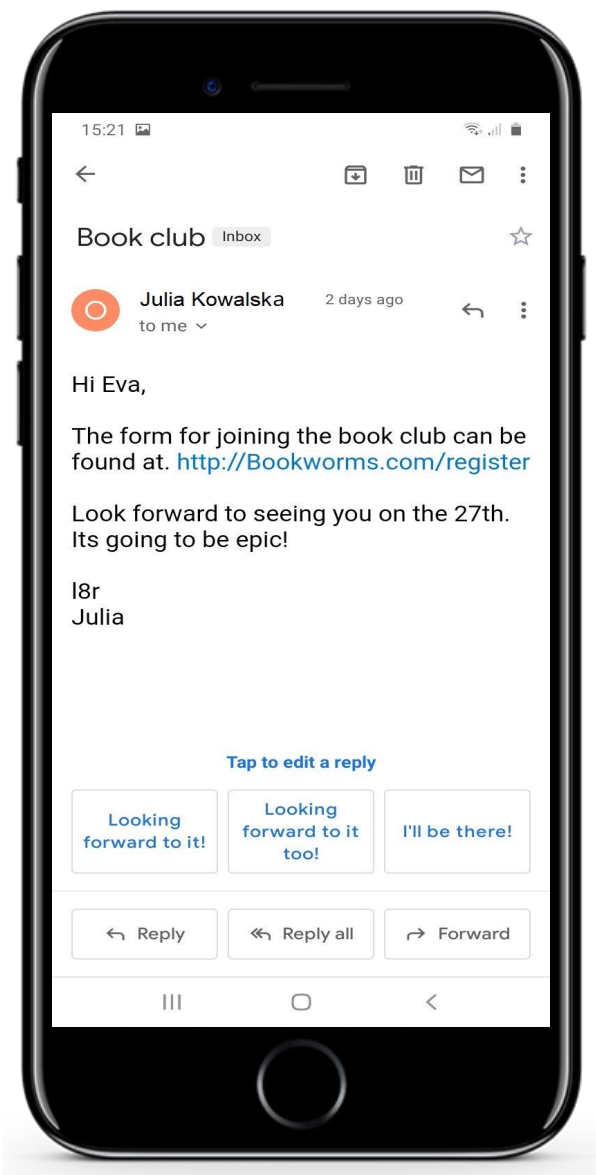
3

### The main screen of the mail app – opening a mail

This opens up the mail app and it will show you the list of the most recent mails

If you wish to look at the most recent mail that has just come in, you look at the very top the list and tap on that mail

## Receiving and opening an e-mail



1

2

3

**You are now viewing an individual mail.**

- The app will show you the details of the mail



## Did you know?

Usually email addresses are in this form.

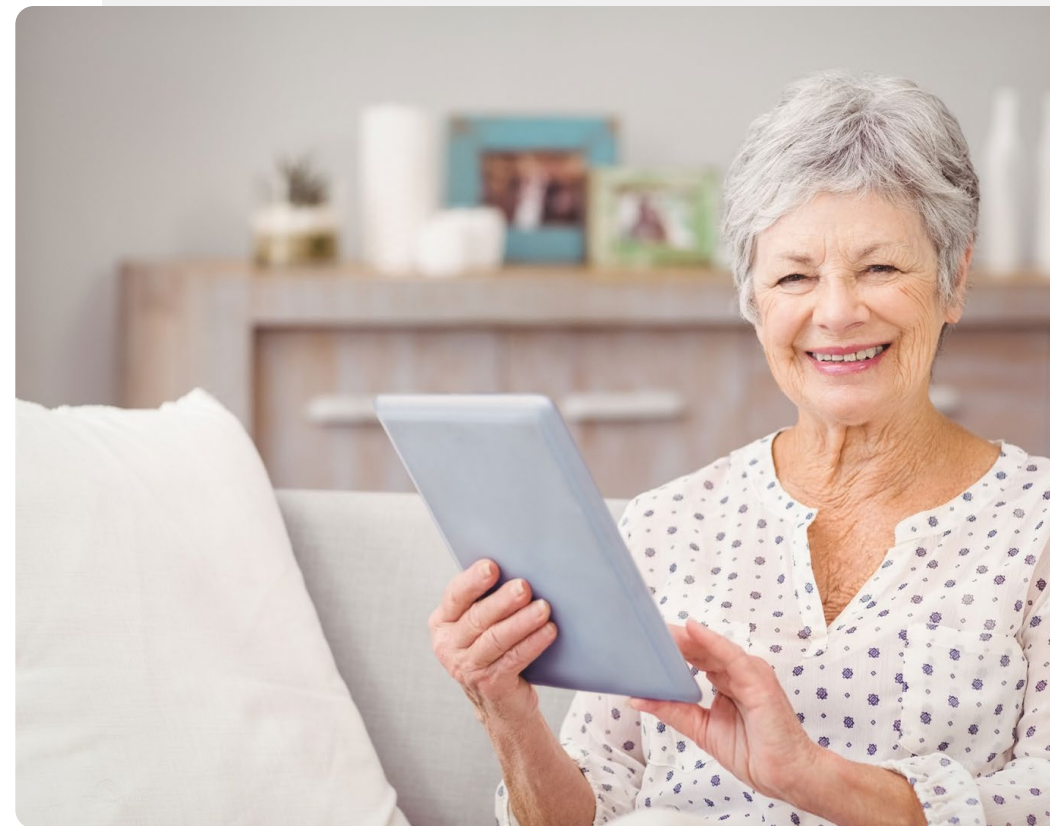
**abraham.lincoln@gmail.com**  
**abraham.lincoln@yahoo.ie**

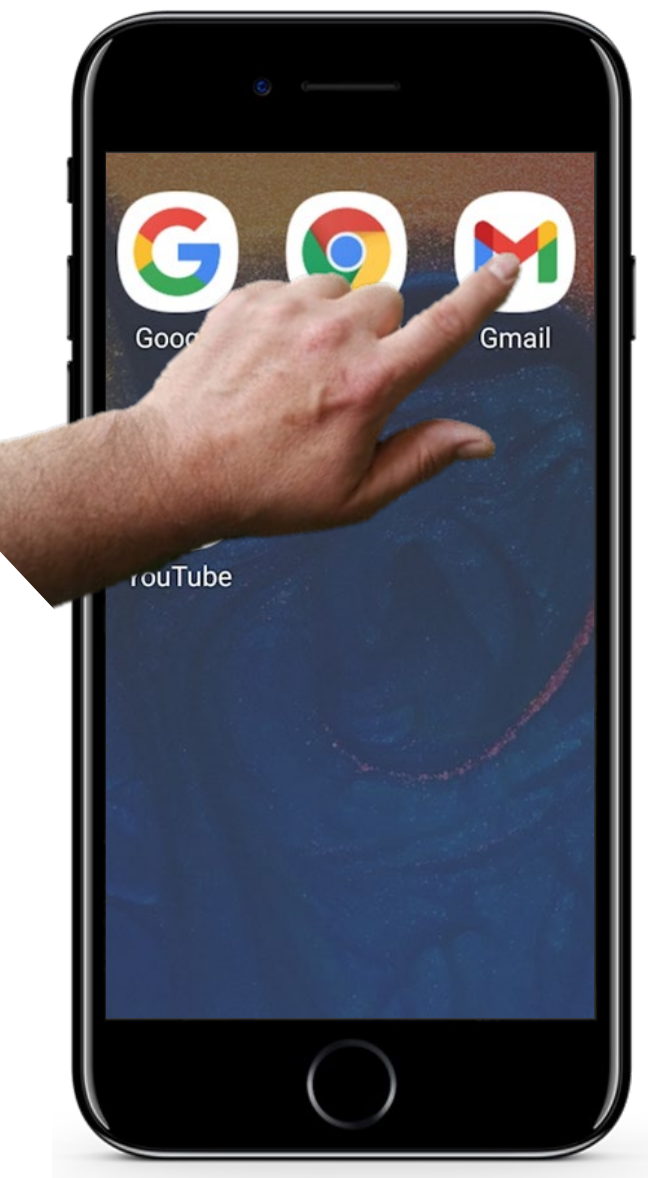
Very often the mail app helps. When you start typing an e-mail address you will see a list of email addresses that match that description and you can tap the name of the person you want.

# Replying to e-mails you have received

---

The final topic in this chapter looks at replying to e-mails that have been received.





## Replying to e-mails you have received

1

### Name of the first step

Replying to an e-mail is one of the easier things you can do. Usually, a message may come up on your screen to say that a mail has arrived.

2

To view the new mail, just tap on the mail icon.

3

## Replying to e-mails you have received

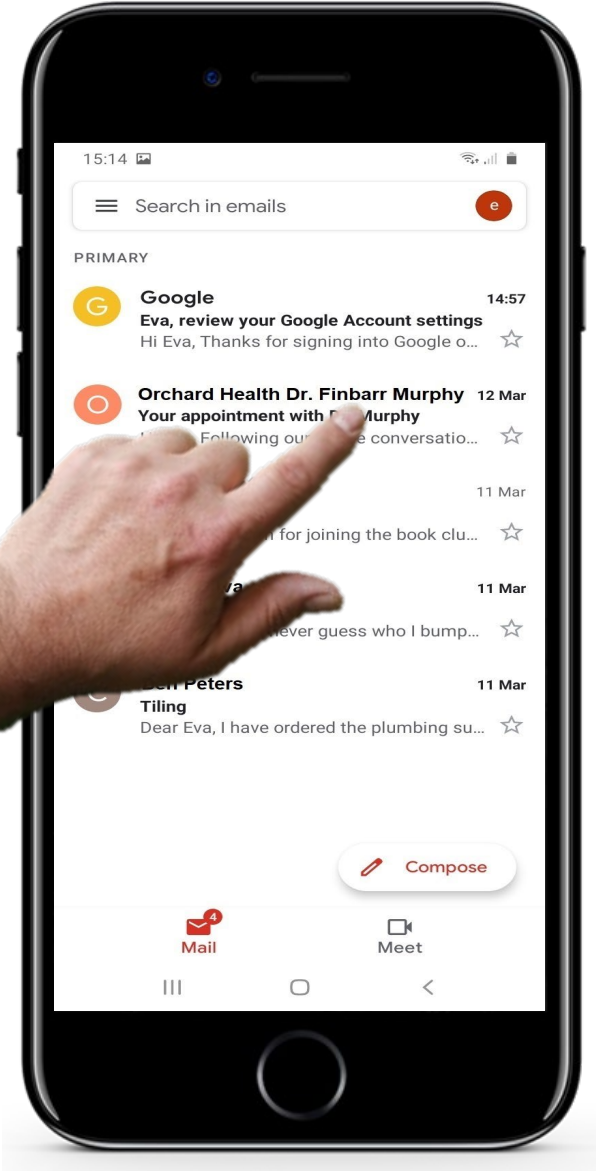
1

2

3

### Opening the recently-arrived mail

Once the you have opened the mail app, as before, you can tap on the new e-mail message in the main e-mail app window.



## Replying to e-mails you have received

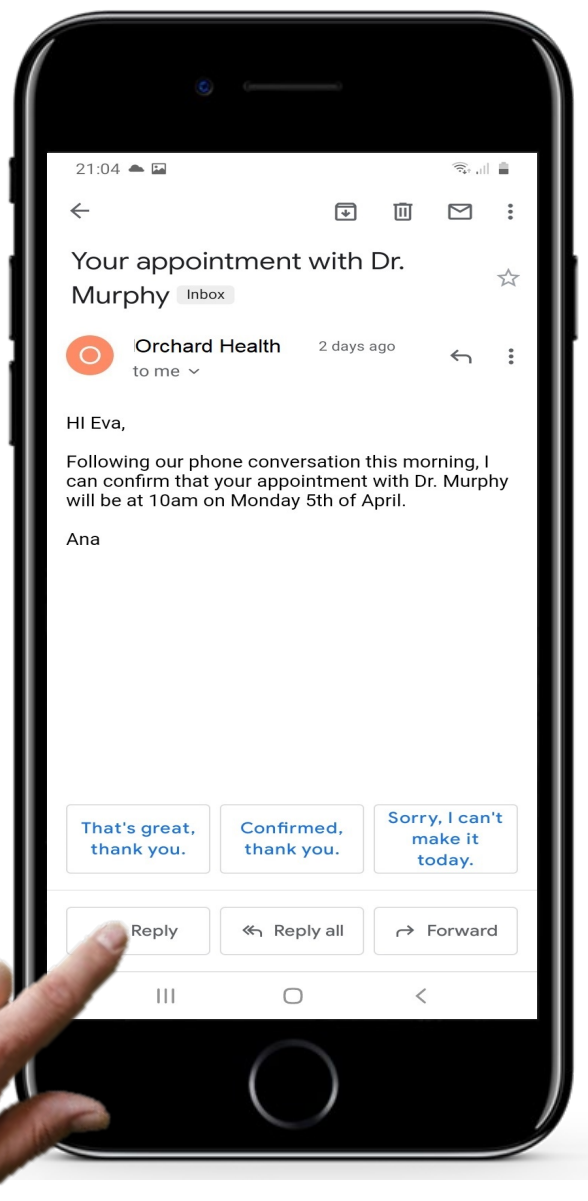
1

2

3

### Selecting reply

The selected e-mail opens in a new window. You simply tap the reply button to choose to reply to the mail.



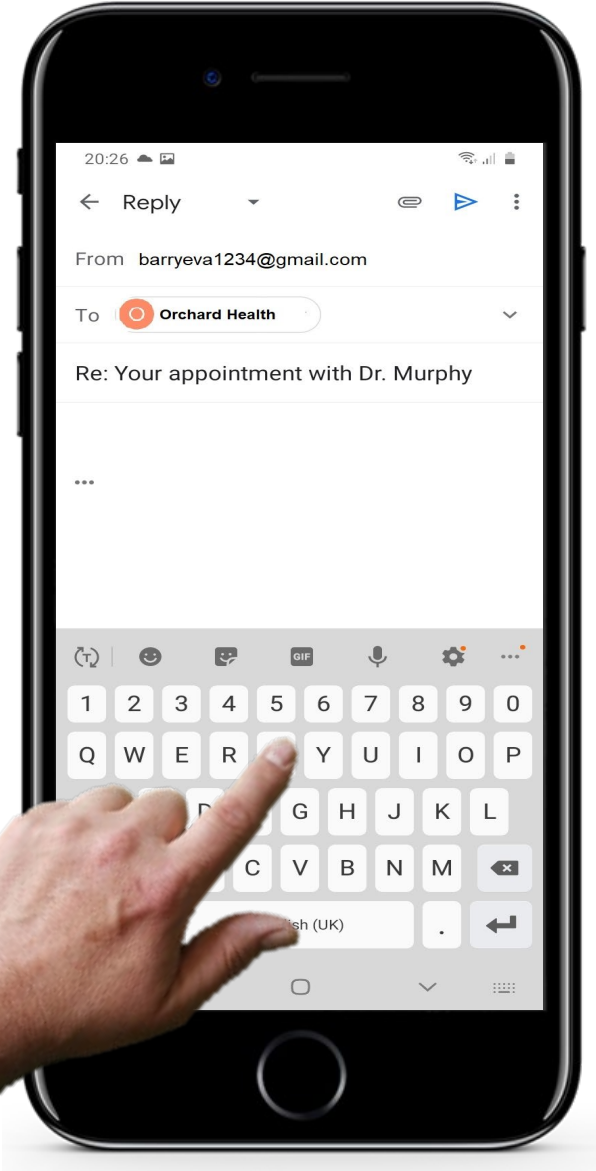
## Replying to e-mails you have received



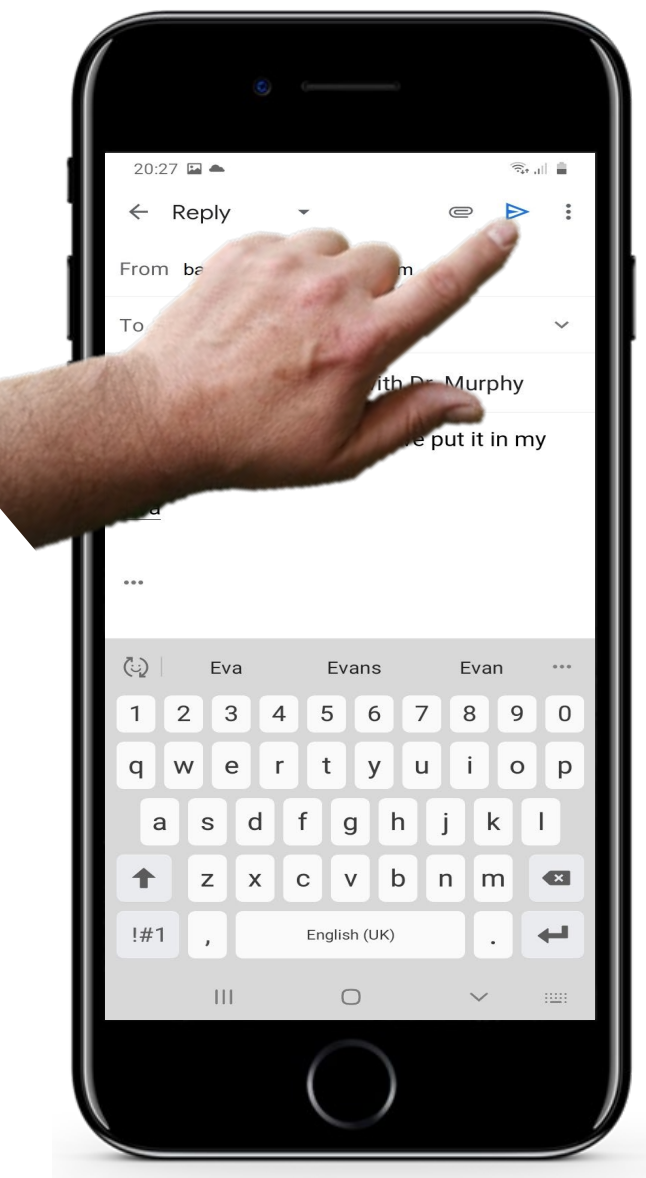
### Adding in the text of the email reply

Now a mail window opens up where the e-mail address of the person you are replying to is already entered.

All you need to do is type in the text of your reply e-mail.



## Replying to e-mails you have received



4

5

### Sending the reply e-mail

Then as usual you hit the send button to send the e-mail to the person.

## Quote

---



*“**E-mails** are simple to use as **global** citizens can organize their daily correspondence, send and receive **electronic** messages as well as save them on computers. **E-mails** are rapid. They are delivered at once around the globe. No other form of written **communication** is as fast as an **email** ”*

**Krystal, Volney**

2014, Science and Technology, [wsimap.com](http://wsimap.com)

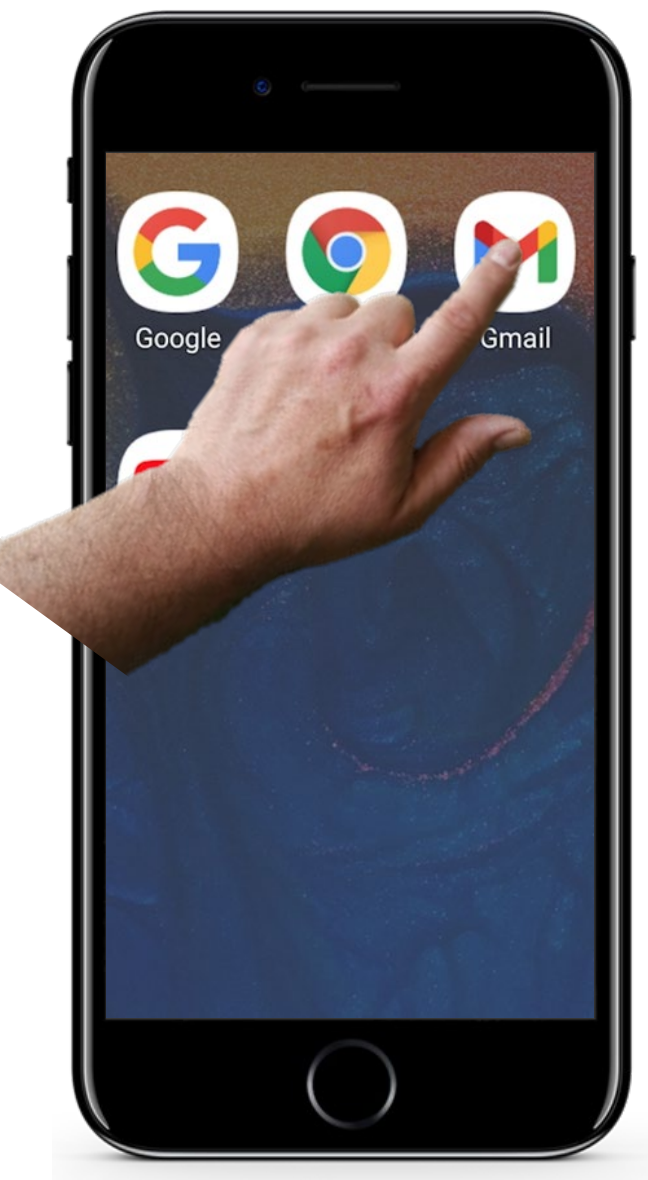
## Sending an e-mail

---

This topic describes how you can send an e-mail to a contact by using the contact list or by typing in a phone number.



## Sending an e-mail

**1**

### **Touch e-mail icon to begin**

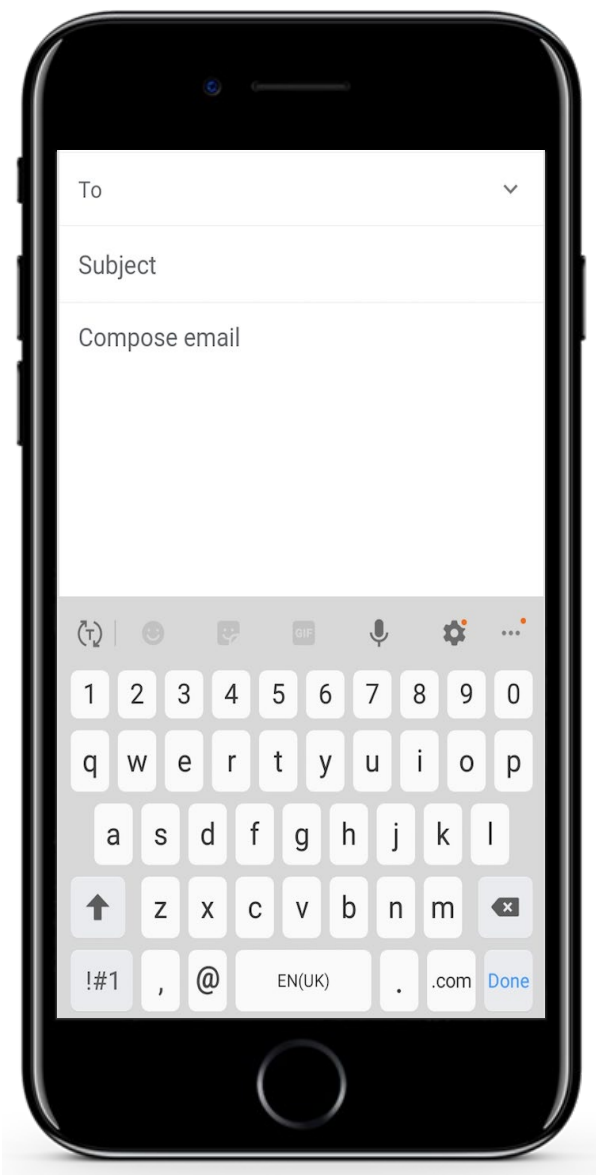
To begin working with the e-mail app, you find the e-mail app icon on your home screen or a folder.

**2**

This should open the mail app.

**3**

## Sending an e-mail



1

2

3

### The parts of an e-mail in the mail app.

You usually enter three pieces of information to send a mail the **recipient (to)**, the **subject** and **the text of the mail message (Compose mail)**.

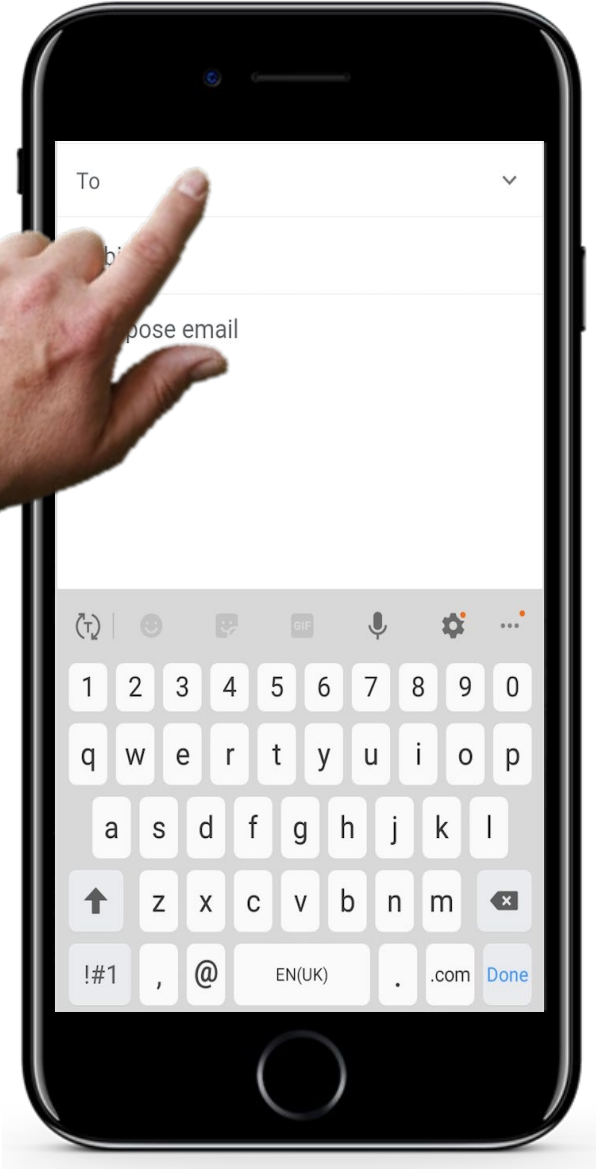
Tap **compose** at the bottom of the screen to begin a blank new mail.

You will see that the **from:** box is already filled in with your mail address.

You will need to fill in the **to:** box with the address of the person you are mailing, the **subject** box may contain a short title of the mail.

The **compose email** section will contain the text of the e-mail.

## Sending an e-mail



1

2

3

### Typing or selecting the name of a contact

Tap the **to** box and use the keypad at bottom of screen to type a name. The app will give you guesses from your contact list.

If you would like an explanation of contact management, it is in module 2 chapter 4

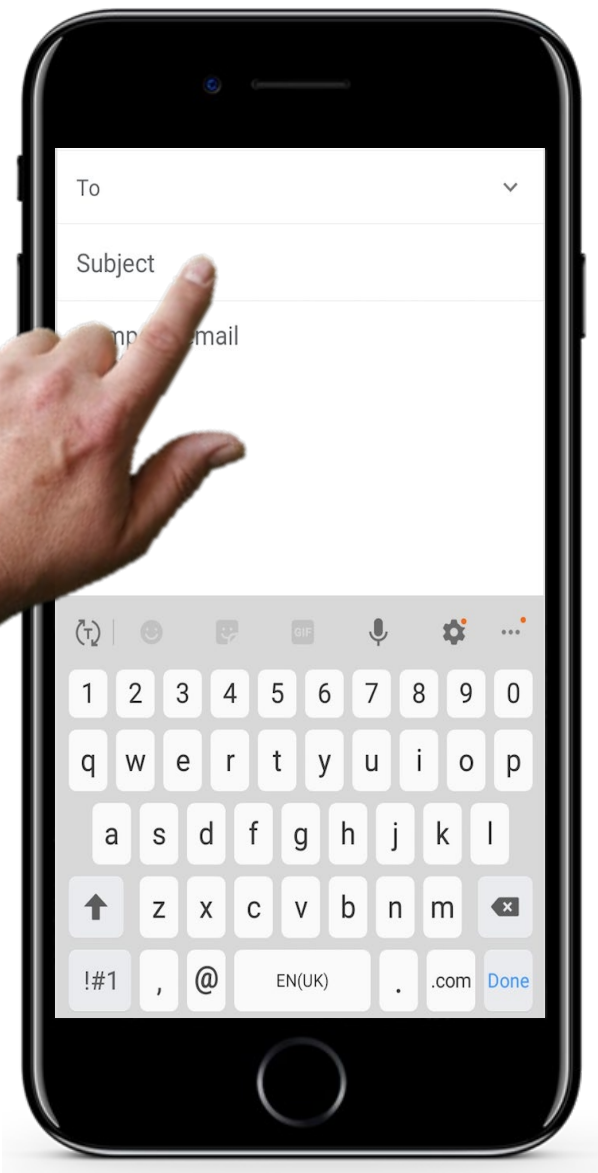
## Sending an e-mail



### Type the subject and compose email parts of mail

Now you can type in the **subject** of the mail. This is optional, but it helps by giving the person you are sending the mail to an idea of what the mail is about before they open it.

Then type in the text of the mail in the **compose** part of the screen. This is the main detailed information that you wish to send

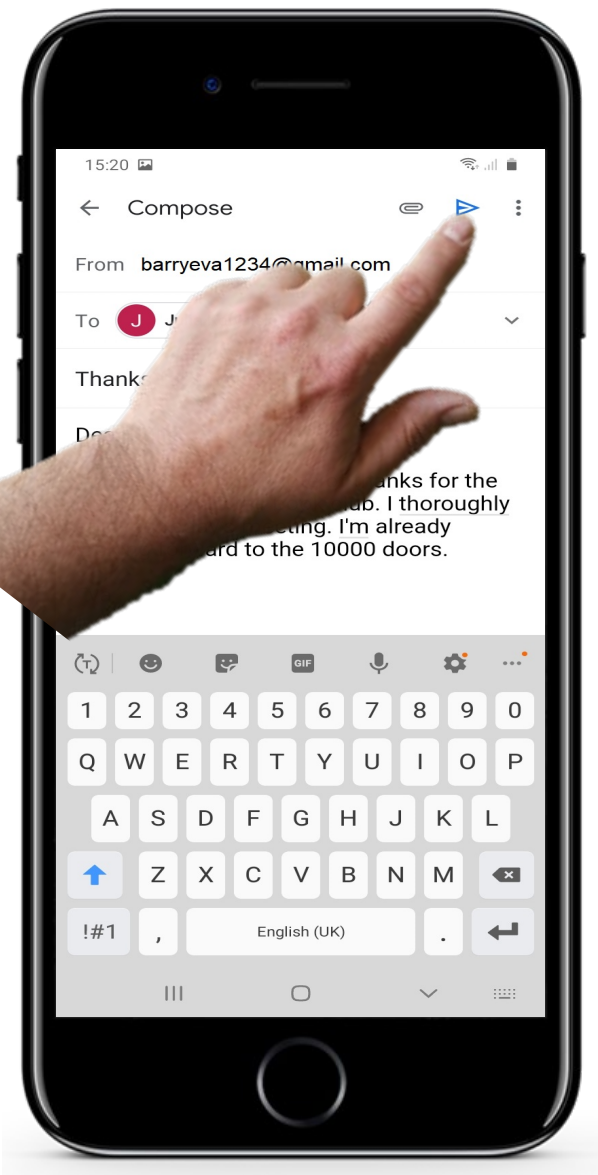


## Sending an e-mail



**Don't forget to touch Send button!**

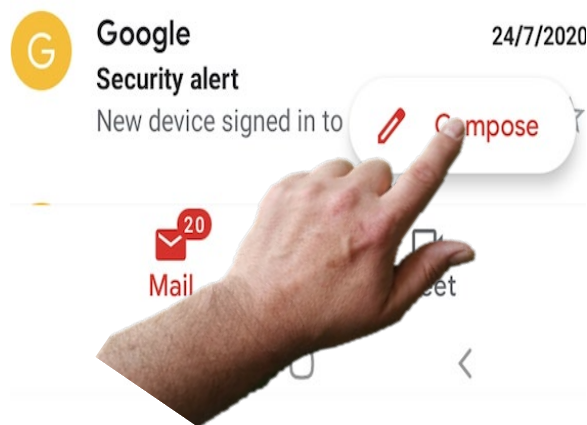
Now you simply tap the send button to send the mail.



## Challenge: Three ways into a mail conversation: try using them on your smartphone!

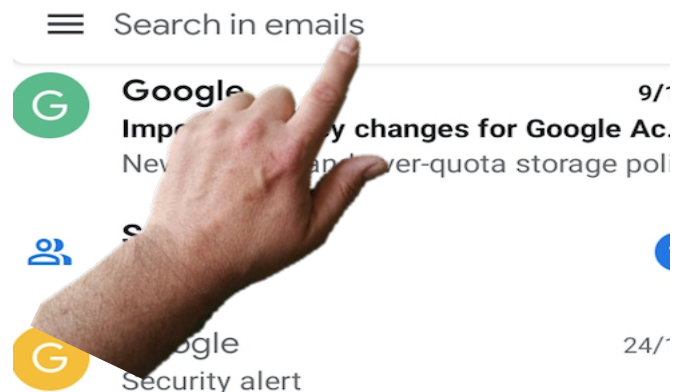
### Compose

Touch Compose, and it opens keypad to type your text and panel where you type to whom.



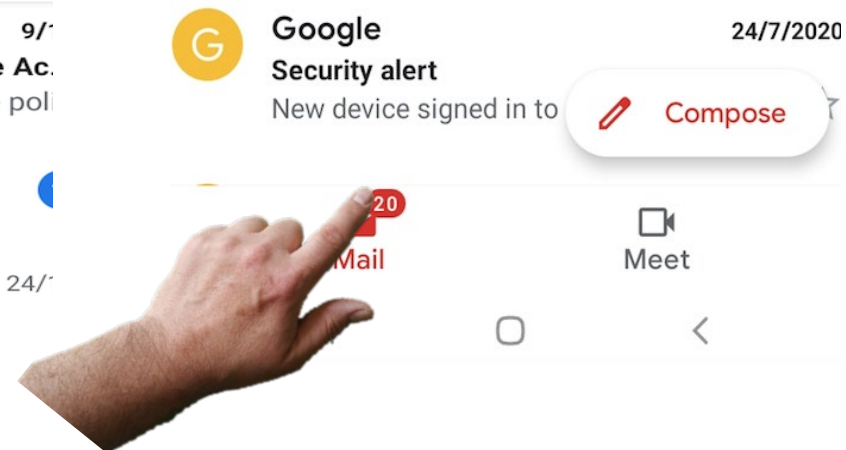
### Search in e-mails

If you are looking for specific e-mail or person, use this option and type the subject or a name



### Open mailbox- reply, forward

It shows your recent e-mails. Select one and touch Reply. It opens keypad to type your text.





## Did you know?

Who sent the first e-mail? Ray Tomlinson was the first person to send out an e-mail in late 1971. The electronic mail was sent between two machines that were side-by-side and the only physical joining they had was through the ARPANet.

# Email: Pros and Cons

---



## Advantages

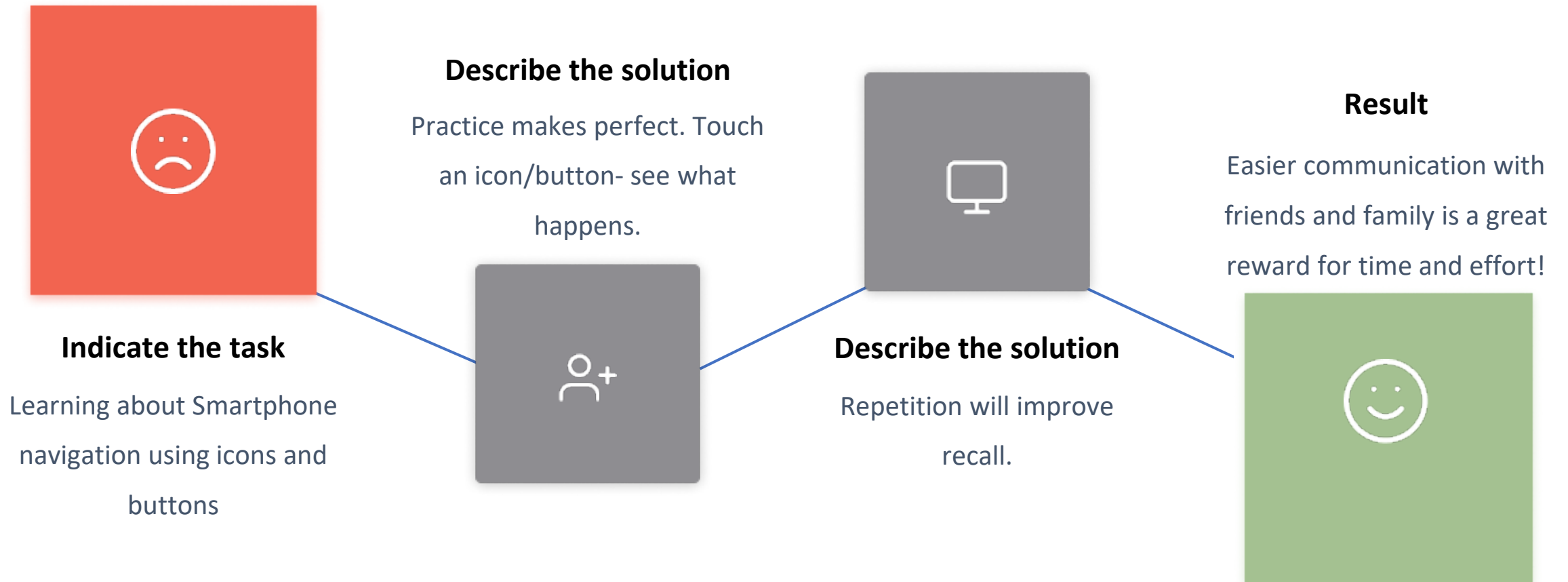
- Email is widely used. You can reach anyone in the world who has an e-mail address
- You can deliver your information Without disturbing the person with a call
- E-mail history can be used to keep a record of your communications
- With WiFi access you get free communication compared to SMS texts



## Disadvantages

- Be aware that texts and e-mails can become addictive and take up a lot of your time!
- Need to keep balance between virtual and communication in person
- You need WiFi or mobile data to send an e-mail

# Problem and Solution



# Some more challenges: sending and receiving e-mails

---

How to reinforce what you have learnt in this chapter.

- Become familiar with buttons, icons and their functions
- Follow the step-by-step process in this chapter
- Remember how to use the (circle) Home button at bottom of the screen to bring you to the home screen
- Understand the main principles - touch an icon, it opens the box to type and the keypad appears.
- Practice! engage with friends and family, ask them to send you e-mails and reply to them.
- Go back and repeat the process
- Being up-to-date with technology will open a world of rich and and interesting communications
- Teach your friends. It is the best way to remember!

## Other operations on e-mails

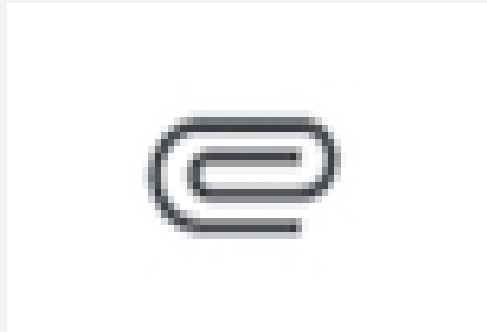
---

Finally, here are a few other operations that you may find useful and wish to try:

- Attaching files to an e-mail
- Deleting an e-mail



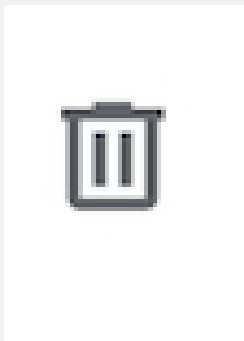
## Process



### Attach files, photos

While you are editing an e-mail, touch the paperclip icon on the top of the screen. It gives you options: Attach file or Insert from Google Drive™. If you touch the Attach button it opens access to your photos or files. Some people keep their files in Google Drive .

## Process



### Deleting e-mails

You may sometimes wish to delete e-mails.

For this you can open the mail that you wish to delete and then use the Bin button on the top of the screen.

## Challenge: Practice adding attachments and deleting mails

---

### Attach a picture to a mail

Touch Compose, and create a mail for your friend, then use the paperclip icon to attach a picture to the mail



### Delete an e-mail

Open the e-mail app and find an e-mail that you don't need. Open the e-mail and use the bin icon to delete it.



**HoS\_Quiz\_TU\_SMART\_03\_TextCommunicationWithSma  
rtphone\_CH\_03\_slide87.xlsx**

# Chapter completed!

Congratulations! You have successfully completed this chapter!

## Summary of acquired skills

1

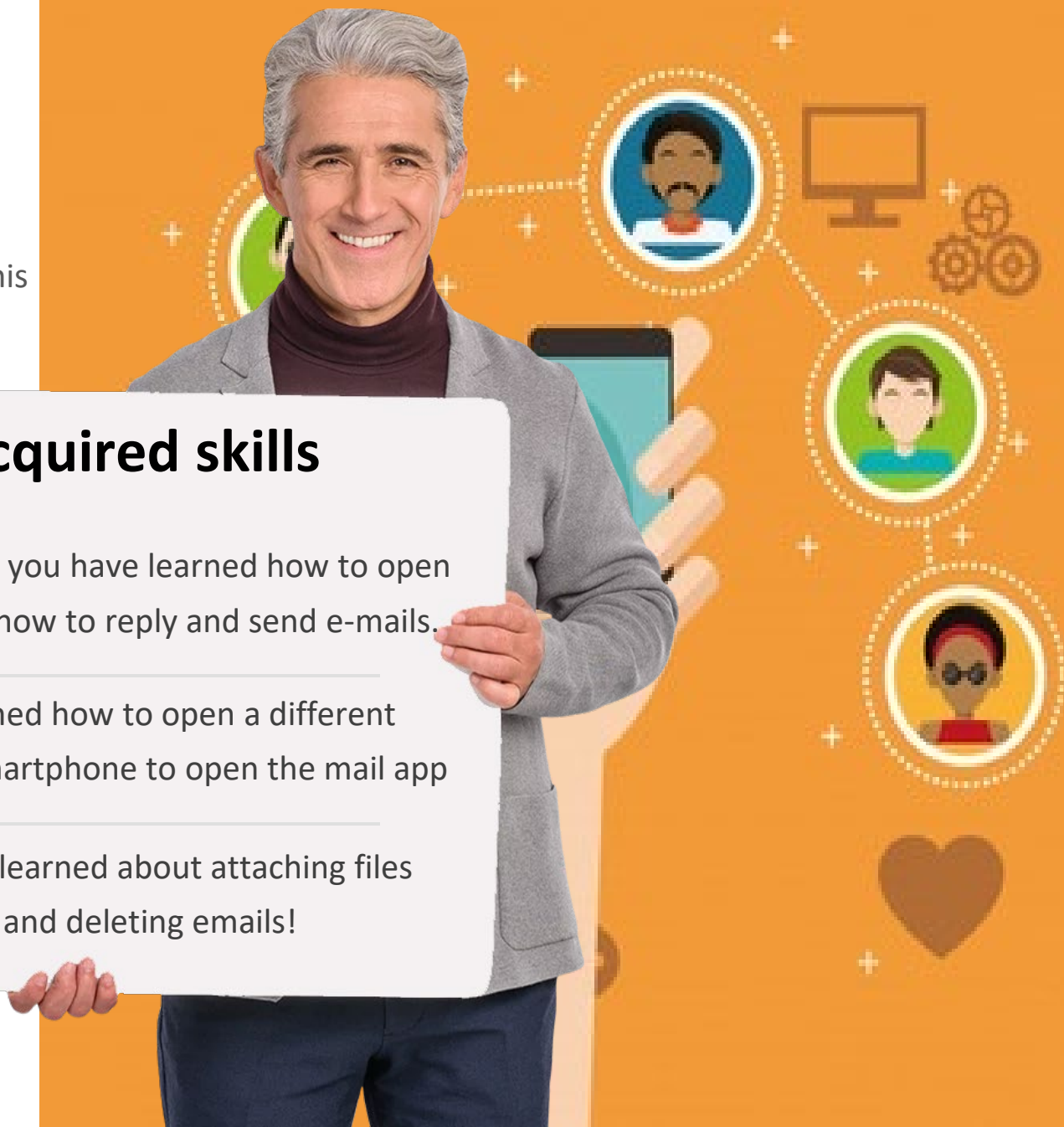
In this chapter you have learned how to open a new e-mail, how to reply and send e-mails.

2

You have learned how to open a different folder your smartphone to open the mail app

3

You have also learned about attaching files to your e-mail and deleting emails!



## What is next?

---

Now you can either repeat this chapter or follow our study recommendation by clicking on one of the buttons below:

[Restart](#)[Next](#)



**SMART**

**MODULE 3**

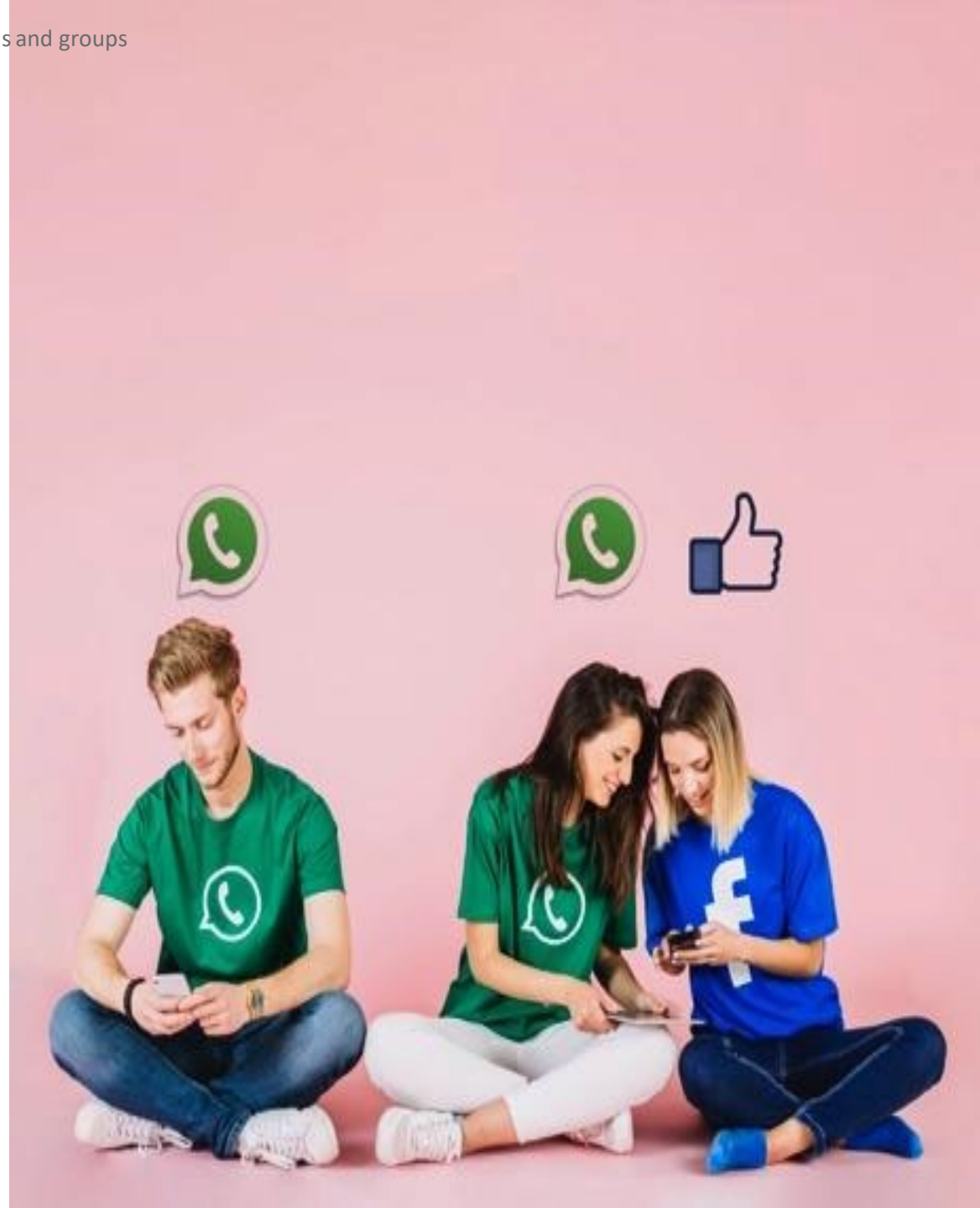
**CHAPTER 4**

## **Social network messaging to individuals and groups**

The final chapter in this module provides guidance for texting through social Media Apps. As mentioned in Chapter 1 of this module, a key difference of social media texting is that it can be used for free with WiFi. Another key advantage is that you can send text messages easily to groups as well as to individuals.

# What will you learn

- 1 Messaging through social media: particularly WhatsApp, a popular app that could be installed on computers also.
- 2 How to share your message to a group to (for instance) organise a meeting of a local committee
- 3 Sharing pictures or files with your family or people you care for



## Where to find social media apps

---

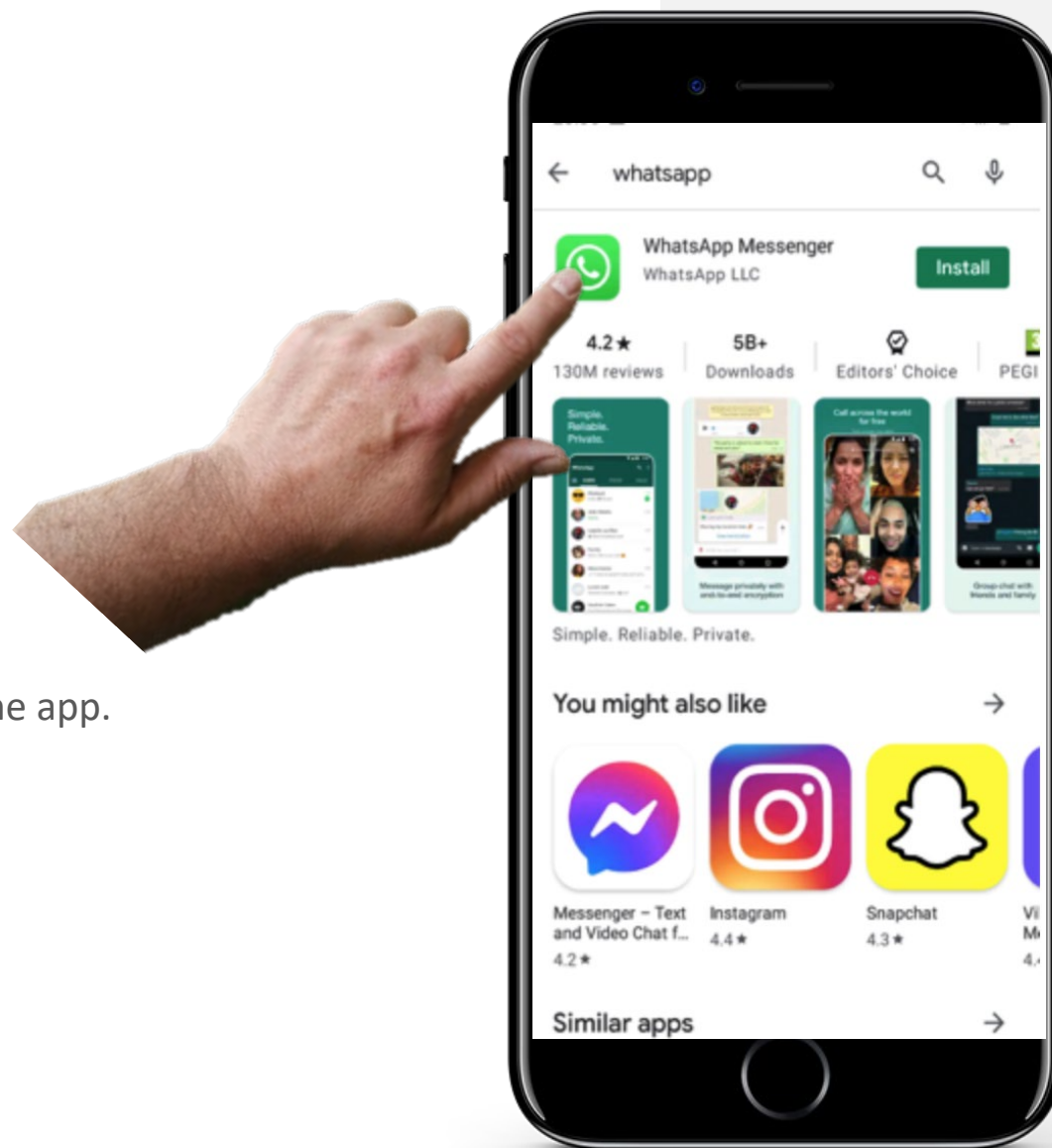
Go to Google Play store. Type the name of the app you want, for example WhatsApp. Tap Install.



## Example: download WhatsApp

Once you enter the Google Play store...

- search for WhatsApp,
- tap Install and follow the steps to install the app.





## Did you know?

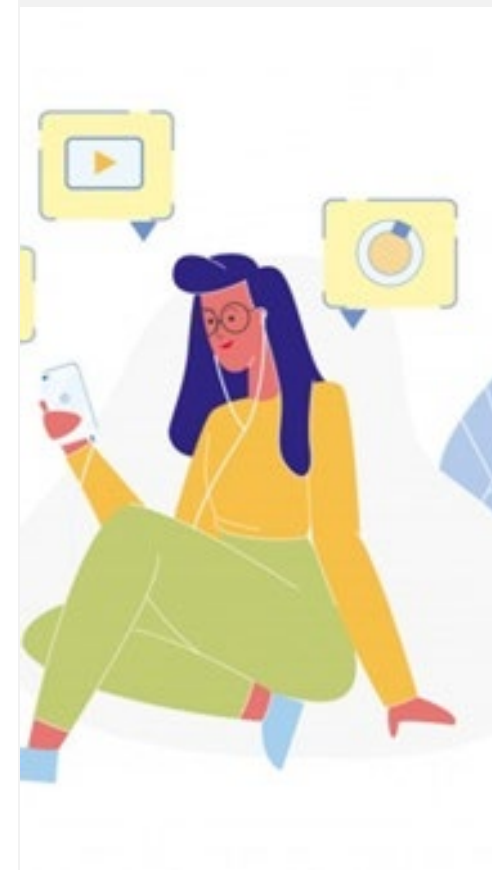
Other popular social media apps include:

- Messenger Facebook
- Snapchat
- Viber
- Skype
- Telegram
- KiK
- WeChat
- Line

## Opening WhatsApp to view messages.

---

To begin, let's look at how you open WhatsApp to view messages.



## Opening WhatsApp to view messages

**1**

### WhatsApp

We focus again on WhatsApp as a popular example of a social media app. It is an app that is generally used on phones, but more recently can be installed on a computer. WhatsApp has a very distinctive logo green logo with a phone on it.

**2****3**

## Opening WhatsApp to view messages



1

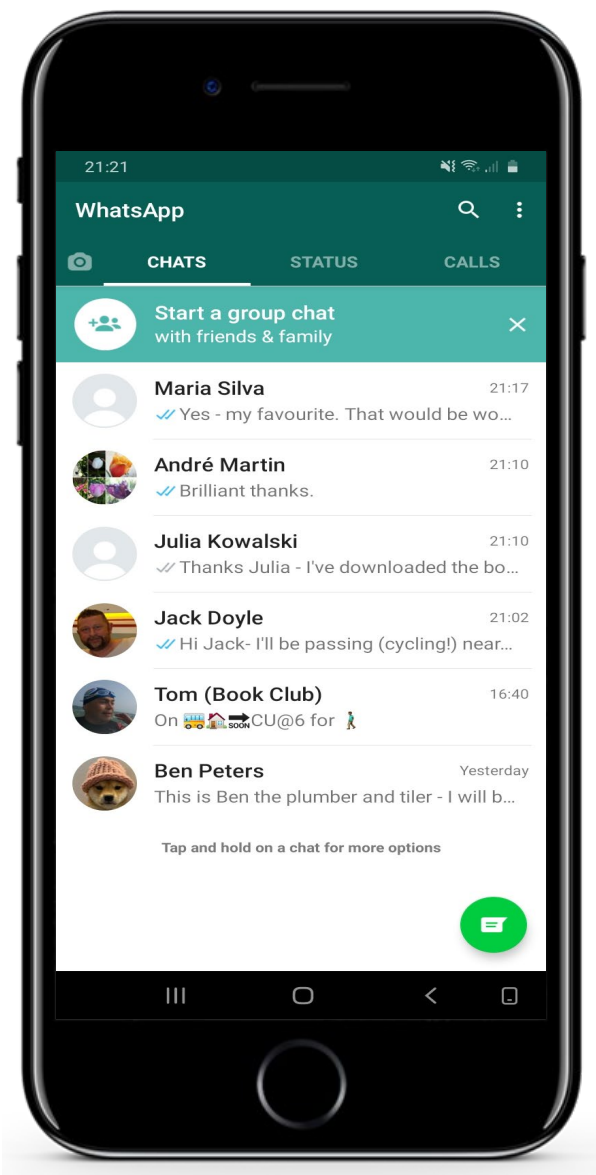
2

3

### Opening WhatsApp

To open WhatsApp, you tap on the green WhatsApp icon on the Android home screen,

## Opening WhatsApp to view messages



1

2

3

### The main screen of WhatsApp

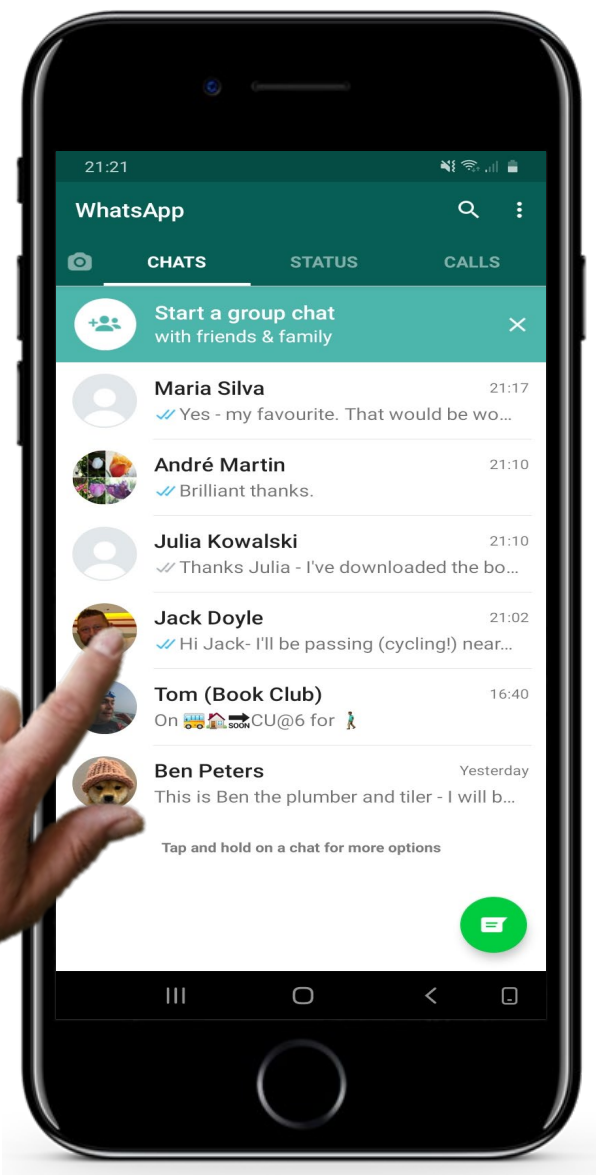
Very similar to opening up messaging and e-mail apps, what you see is the list of the most recent communications are ordered by person so you see the last communication to you on WhatsApp from each person or group with the most recent at the top.

## Opening WhatsApp to view messages



### Selecting message from a group or person

While still in the main screen of WhatsApp, if you tap on a person or group's message.... [go to step 5]



## Opening WhatsApp to view messages



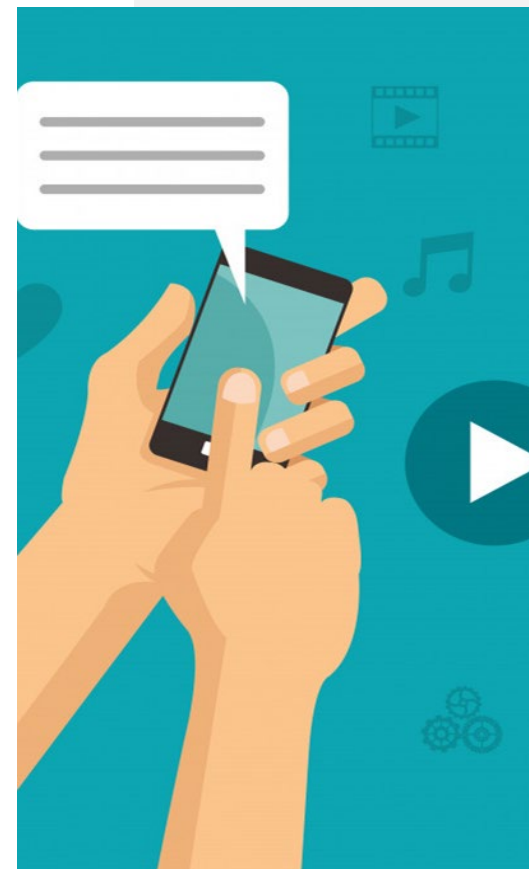
### Viewing all of the messages from a selected sender

...You will see all of the text messages that have arrived from that source and the most recent one at the bottom of the screen.

## Replying to messages in WhatsApp

---

Next, we consider how to reply to messages in WhatsApp.



# Replying to messages in WhatsApp

1

## Replying to a message

It is really easy to reply to a message in WhatsApp. You just type your message in the little text box at the bottom of the window,

2

3



## Replying to messages in WhatsApp

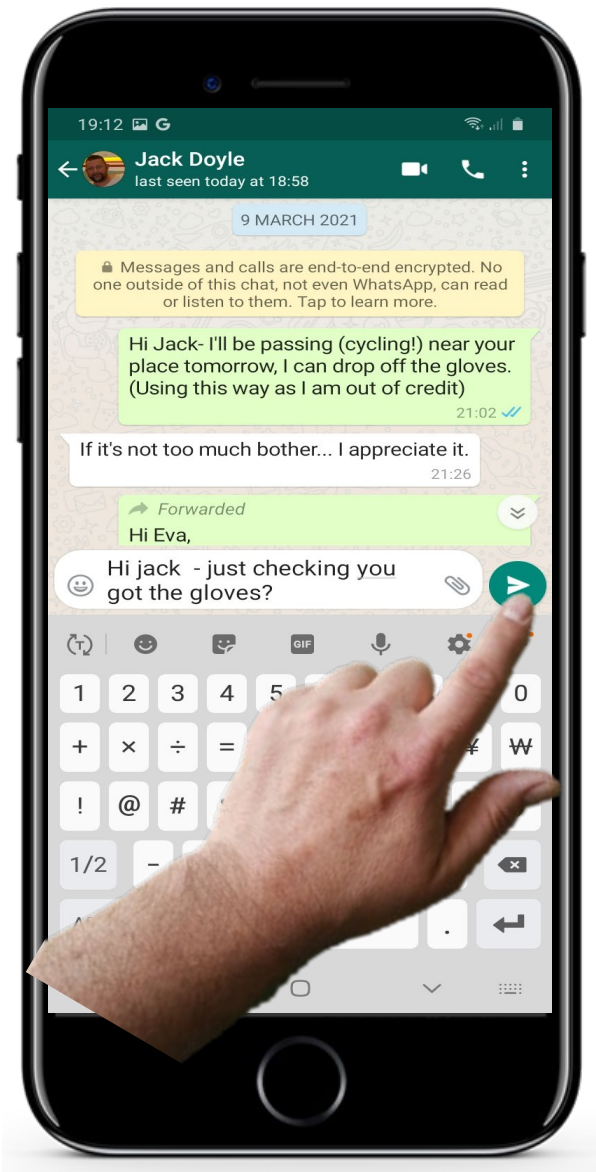
1

2

3

**Tap the send button**

...and then simply tap on the little green arrow that appears alongside the text to send the message.



## Replying to messages in WhatsApp



1

2

3

### Returning to the home screen

When you have finished, to get back to the main screen then you just hit the left little arrow button in the bottom of your screen that brings you back to the main screen

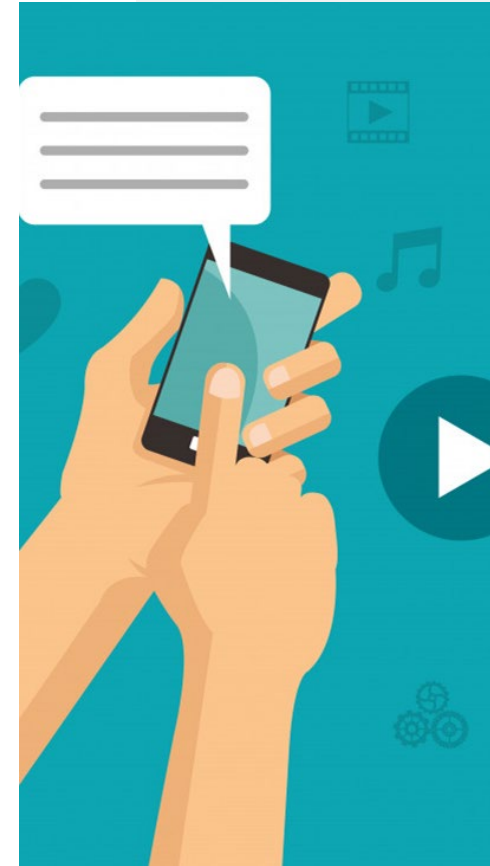
## Sending a voice message in WhatsApp

---

Texting and voice calls are not the only way to communicate using WhatsApp.

Another interesting feature of WhatsApp, that is not a core feature of either SMS messaging or e-mail, is voice messaging.

This is where, rather than making a voice call, you send a voice recording so the recipient can hear it when they have time free.



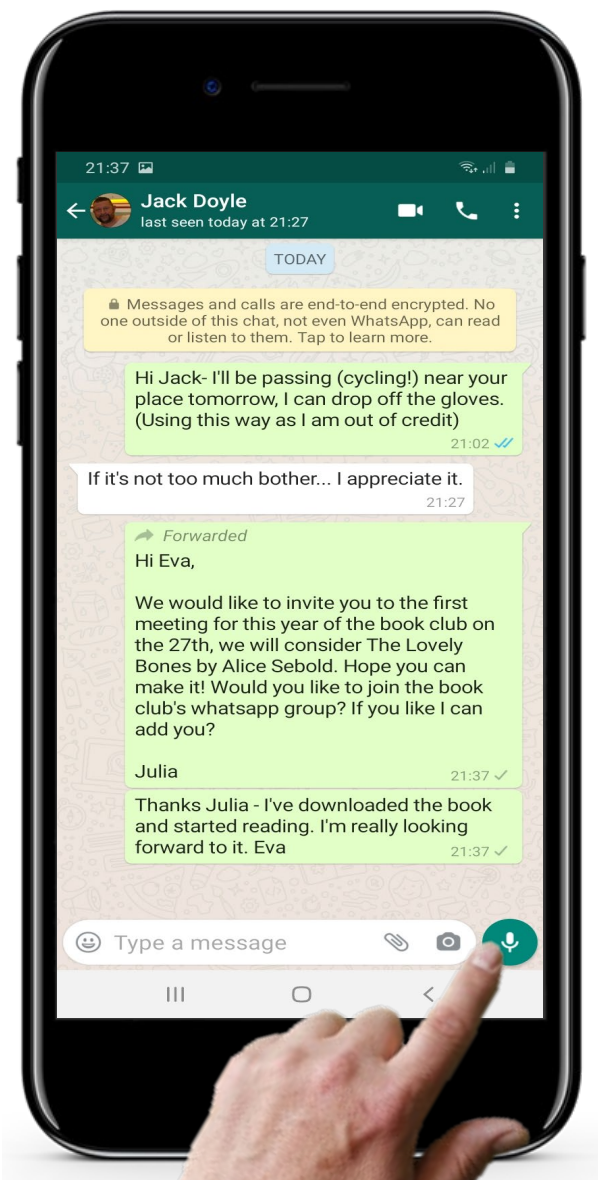
## Sending a voice message in WhatsApp

1

### Recording a voice message

In the bottom right-hand corner of the text window in WhatsApp is a little green circle with a microphone on it. If you tap on it you can record a short voice message to the group.

2



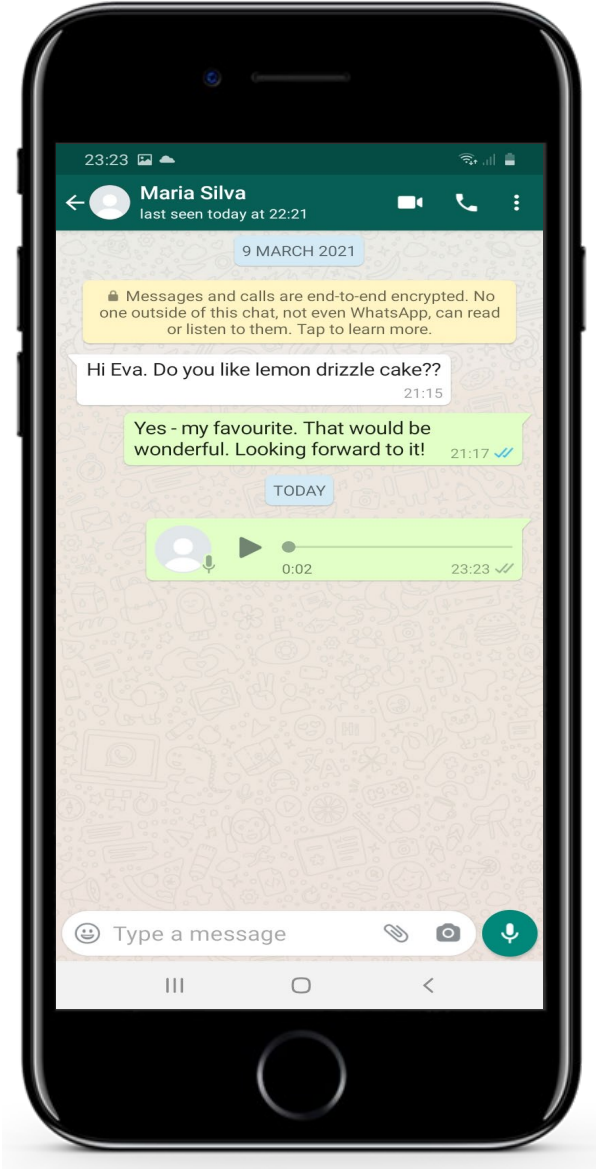
## Sending a voice message in WhatsApp

1

2

### Beware the hazards of voice recording!

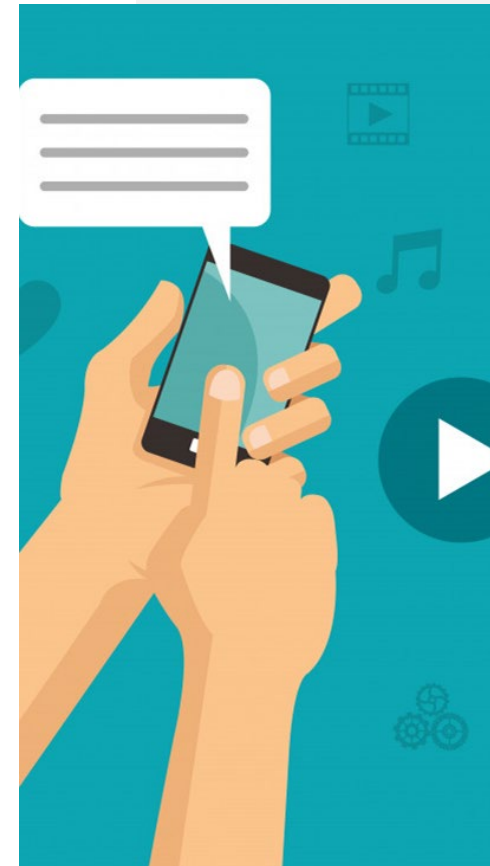
It is important not to tap that icon if you don't wish to send a recording of yourself to a group!



## Adding an attachment to a message

---

It is useful sometimes to send photos, short videos and other files using WhatsApp.



## Adding an attachment to a message

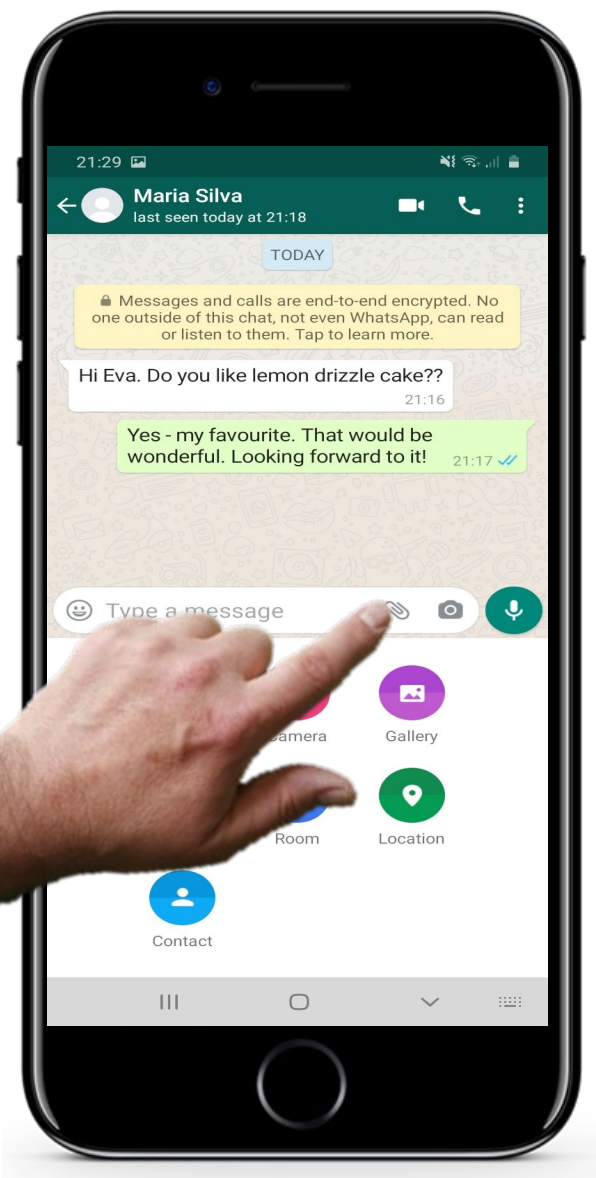
1

### Adding an attachment

From the main message screen with a message selected, to add an attachment to a message you can tap on the little paperclip

2

3



## Adding an attachment to a message



1

2

3

### Selecting the attachment

Then you can select a file that you wish to attach. This could be an image, a location, a video or other items. ✓

In this screen we are selecting the image of the tennis ball

## Adding an attachment to a message

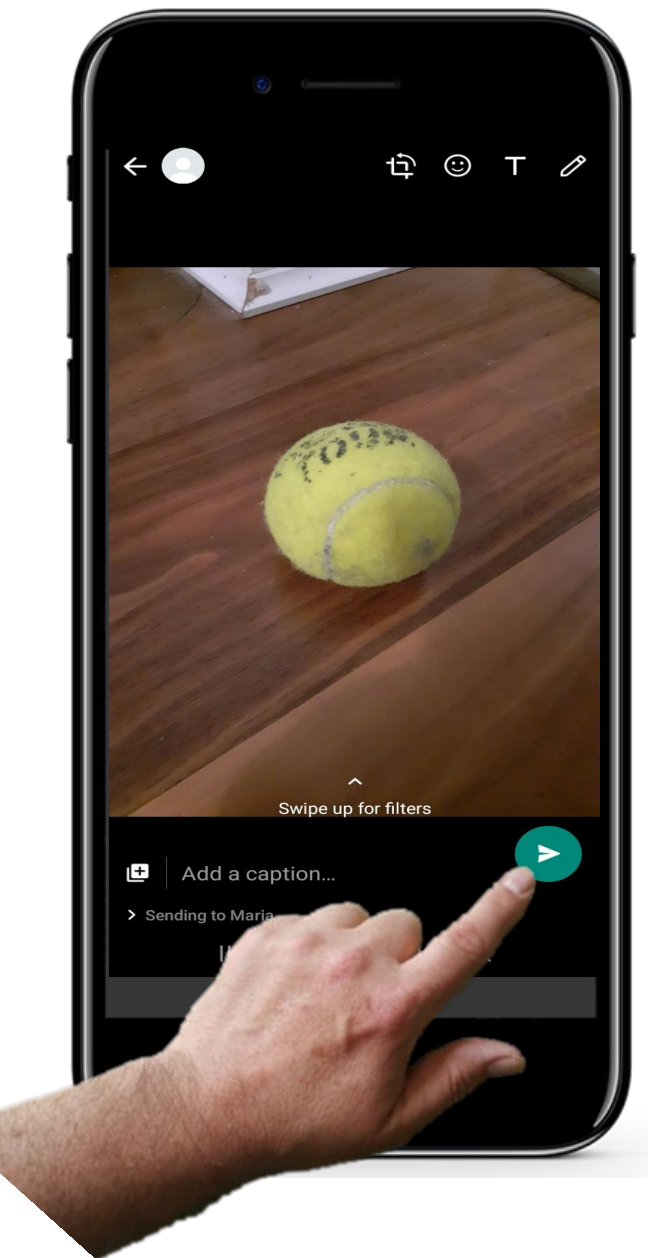
1

2

3

**Send message with attachment**

Then send the message with the attachment



## Quote

---



*“**Why do social messaging apps matter?** Apps are taking over as the most popular way to connect with friends, family, and businesses. Many of these apps are free to use. Users can make voice calls, video calls, and send chats to others. It’s become an easy and cost-effective way for people to communicate, especially in countries where there aren’t unlimited text message plans.”*  
(webbx.com)

## Forwarding a message in WhatsApp

---

Just like with messages and e-mails, you can forward messages in WhatsApp.



# Forwarding a message in WhatsApp

1

## Name of the fourth step

To forward a message that you have received to another person or group, first you should be viewing the screen of messages from that person or group.

2

3



# Forwarding a message in WhatsApp

1

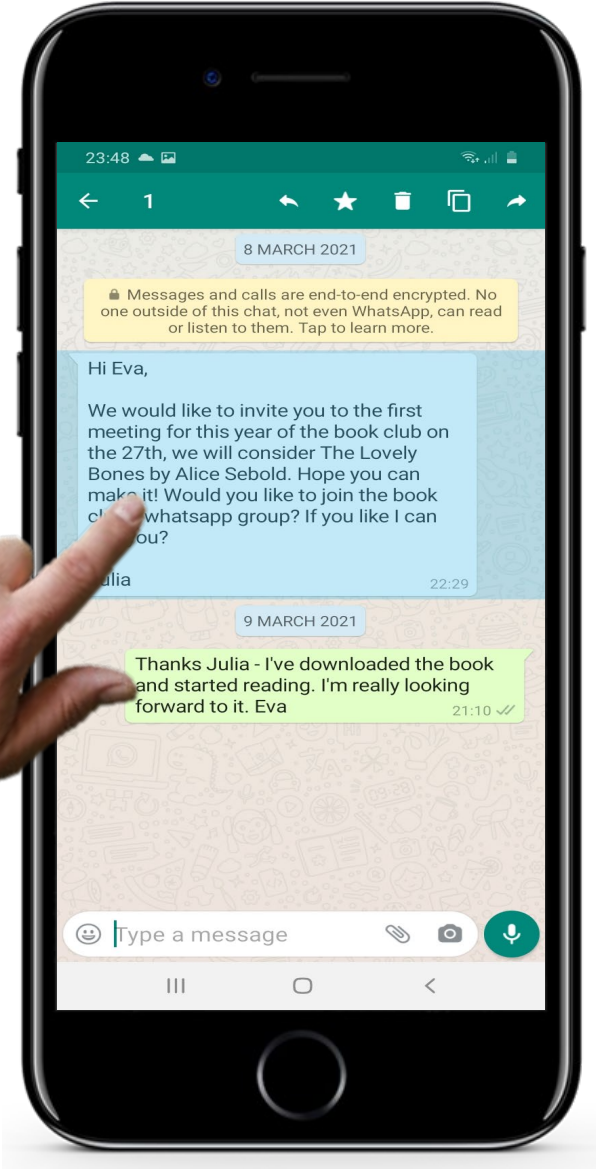
2

3

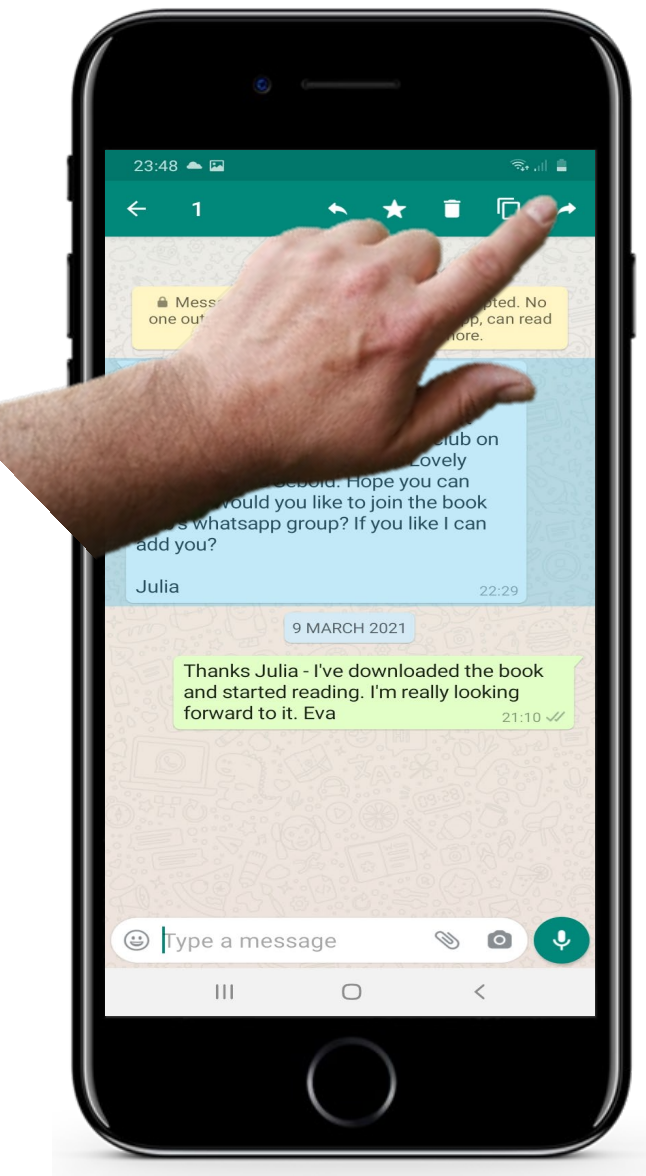
## Opening the menu to select forward

PRESS (rather than tap) the message that you wish to forward.

A little menu pops up.



## Forwarding a message in WhatsApp



1

2

3

### Select forward

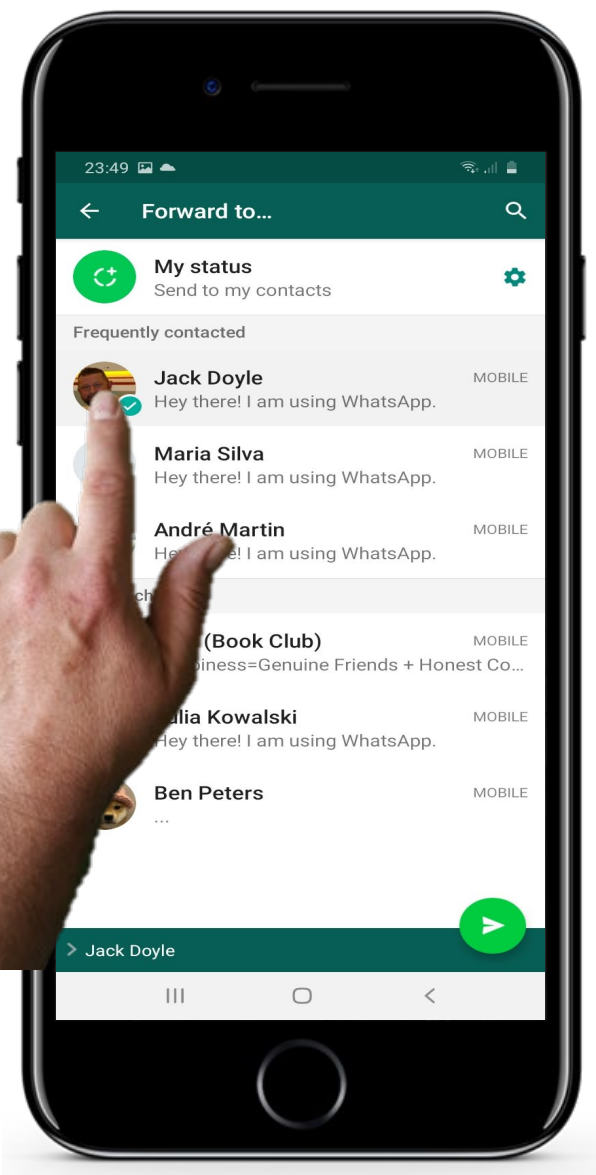
Tap on the “forward” option on the menu.

## Forwarding a message in WhatsApp



**Selecting the contact details of the recipient**

Now select the person or group you wish to send to.

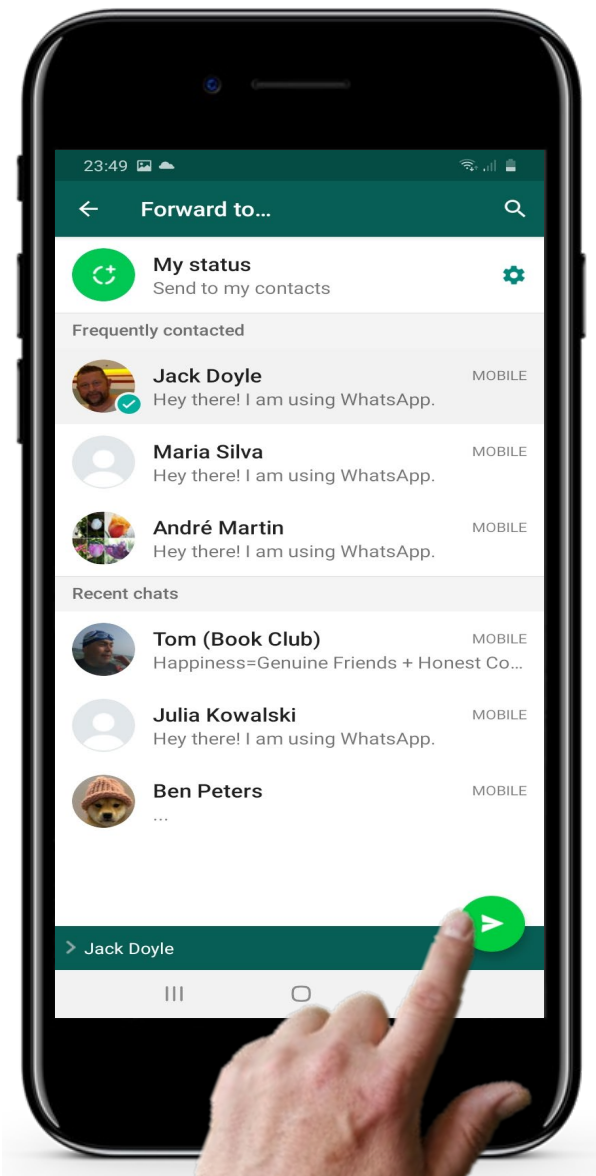


## Forwarding a message in WhatsApp



### Send the message

Now tap the send icon. The message can be sent.



## More challenges: Try out WhatsApp features!

---

### Individual message

WhatsApp messaging is similar to SMS messages, described in Chapter 2 of this module.

Tap the message icon to send a new message to a recipient.

Reply to a message by typing text in the open panel. Don't forget to tap Send button!

### Create a group, then send a group message,

When you tap the WhatsApp icon, it opens a list of your messages.

There is an option called “New Group” . Tap this and it opens your Contact List from which you select whom you want to add to the group.

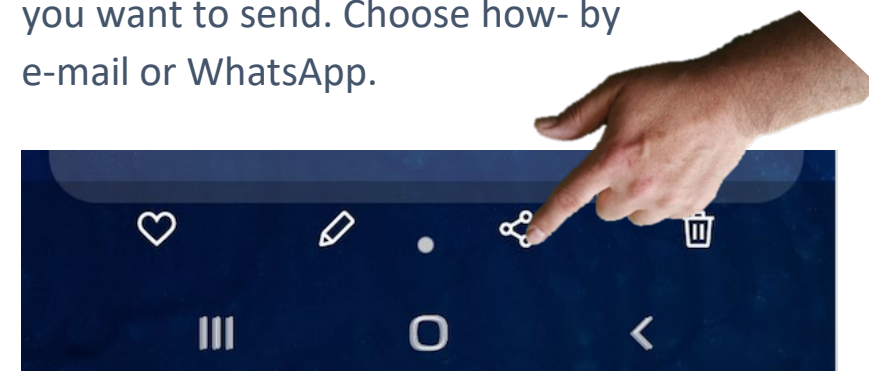
Please also try group messaging; it is very useful for organising family chat groups, hobby or exercise group (see HEALTHY modules). Or for keeping in contact with colleagues or clients.

### Sharing pictures

Sending photos by MMS message is expensive. A photo can be sent for free using a social media app if you are on Wi-Fi.

To try this, tap the Sharing symbol, it opens your other apps including photos.

Select and hold to tick the photo you want to send. Choose how- by e-mail or WhatsApp.



# Social Media Messaging: Pros and Cons

---



## Advantages

- Messaging with social media apps is for free using public WiFi
- Share your information with a group for faster communication
- Stay in touch with your friends, family or business partners!
- Share your pictures without additional cost

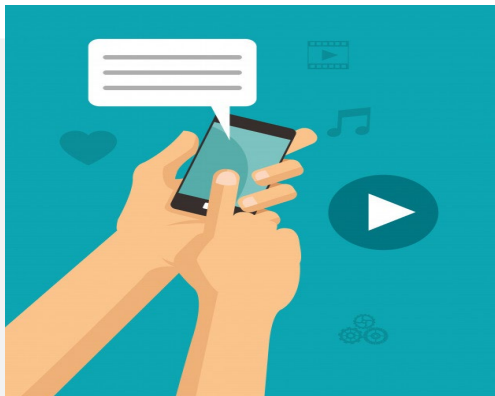


## Disadvantages

- The constant arrival of group messages can be annoying. (You can mute messages for a day/week.)
- Social media can help the spread of upsetting or malicious fake news. Use trusted message sources!
- Make sure that by engaging with other people's lives, you don't lose focus on your own activities.

## Problem and Solution: adding a voice message...

---

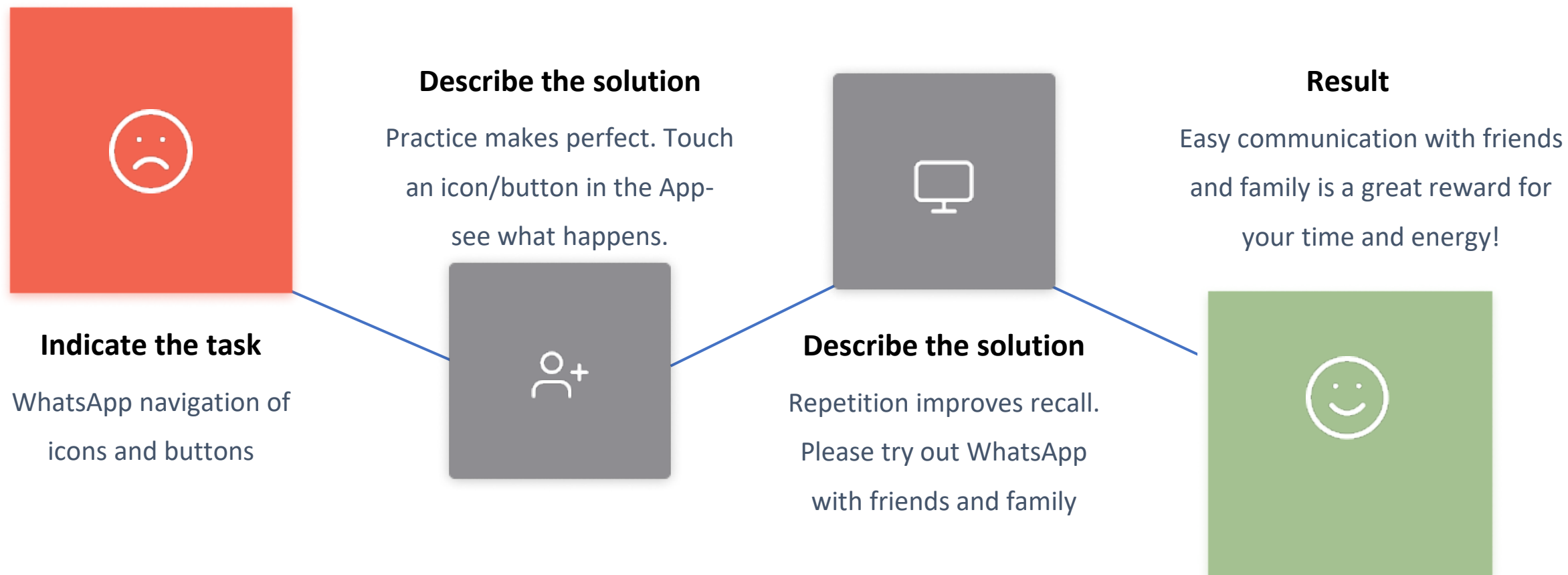


### Record Voice message

When you open a message- there is a panel with options: take a photo, go to your photo library and microphone symbol



# Challenge: Practice with WhatsApp

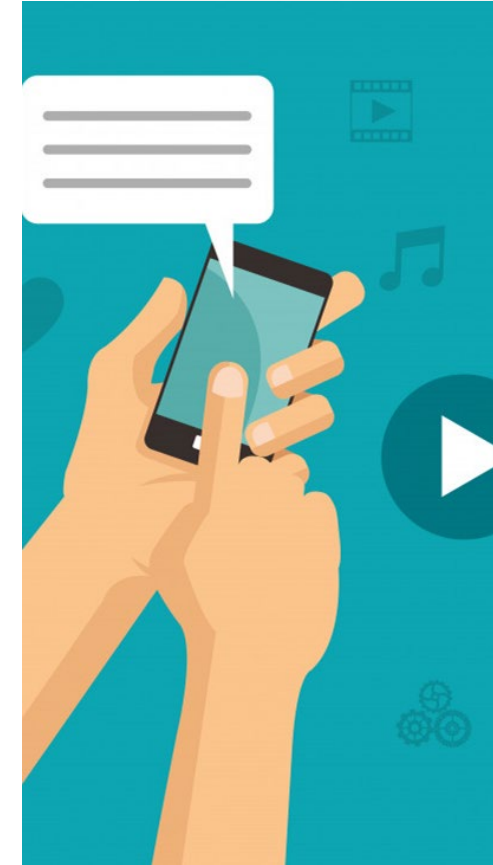


## Features of WhatsApp for you to try

---

WhatsApp often has a couple of ways to do different tasks.

Please try some of the following to reinforce your learning in this chapter



## Features of WhatsApp for you to try

---

1

**Find Google Play store which will lead to your apps**

If you haven't tried it yet, Tap the Google Play store icon shown in the picture and use the search box to search for WhatsApp.

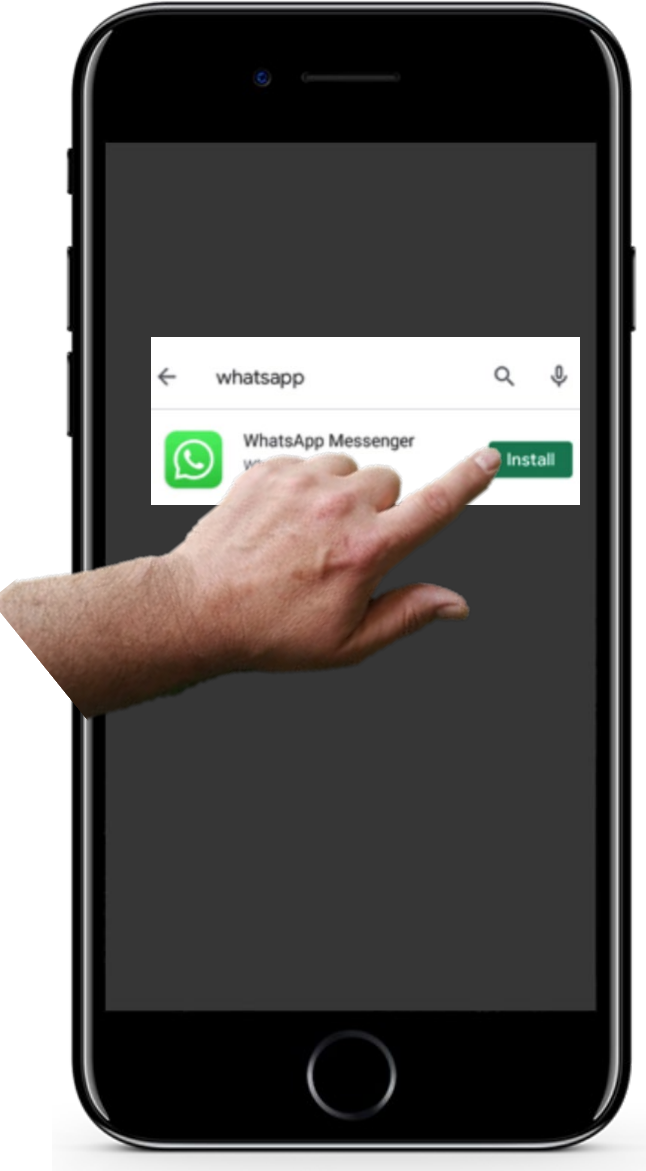
2

WhatsApp should appear.

3



## Features of WhatsApp for you to try



1

2

3

### Install WhatsApp

Tap Install for the WhatsApp app in Google Play store.

↓

## Features of WhatsApp for you to try



1

2

3

### Try writing a new message

To write a new message, tap the green symbol shown in the picture.

This opens the panel for text and keypad. Type in Recipient box the name - it brings you to Contacts - select one.

## Features of WhatsApp for you to try

4

### Try sending a group message

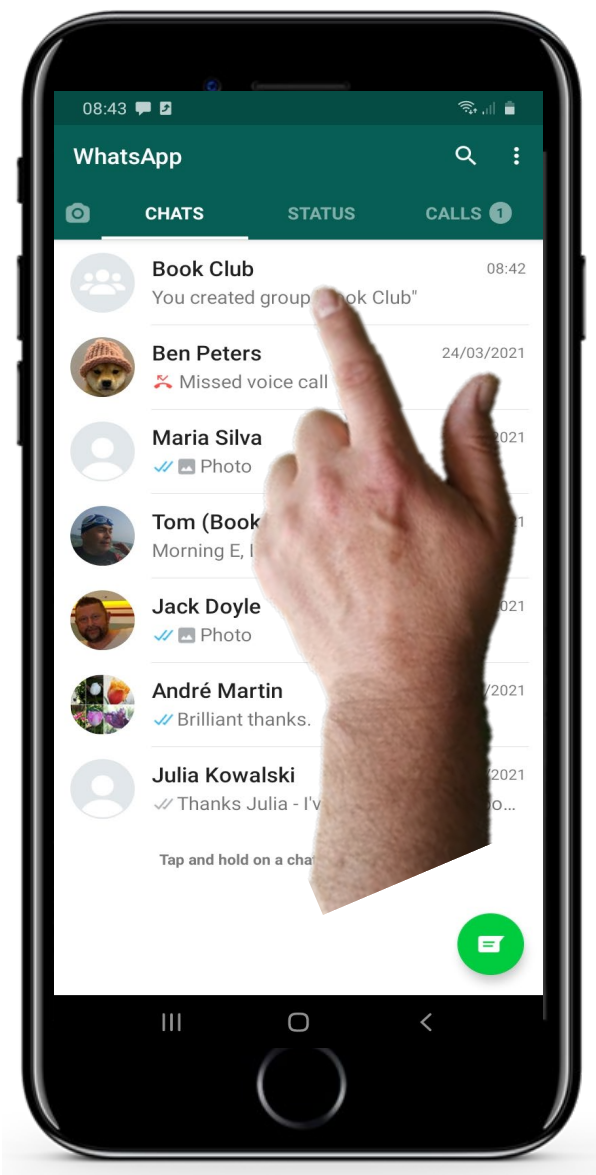
Tap the WhatsApp icon.

It opens your recent messages.

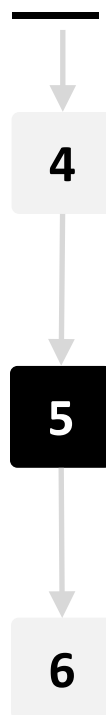
Select your group and type your message to send.

5

6



## Features of WhatsApp for you to try

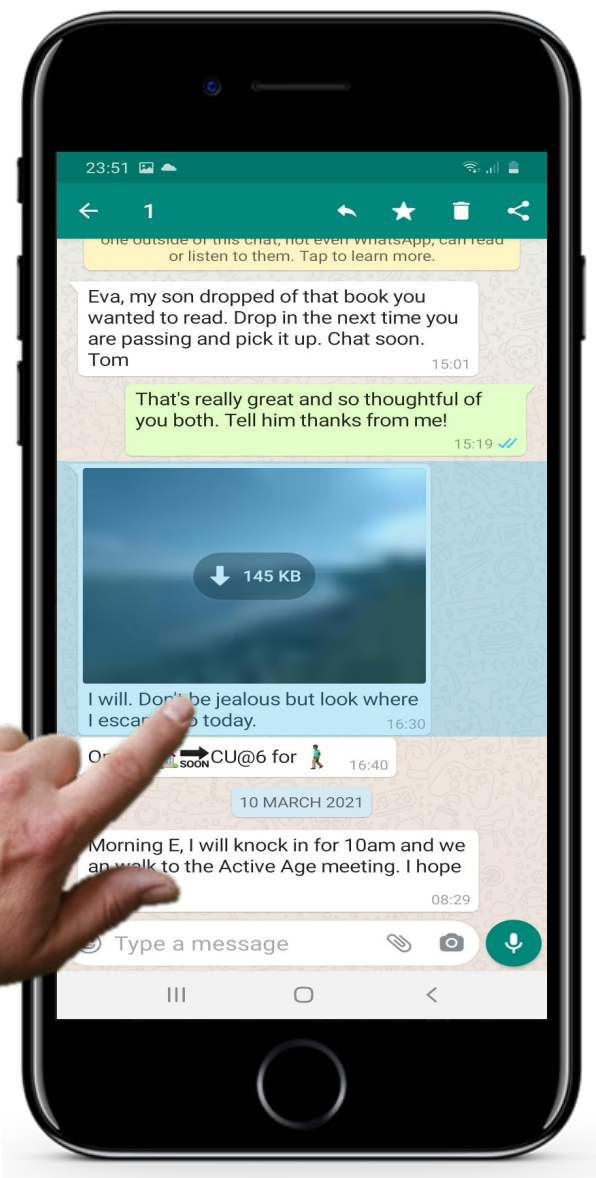


### Try sharing a picture

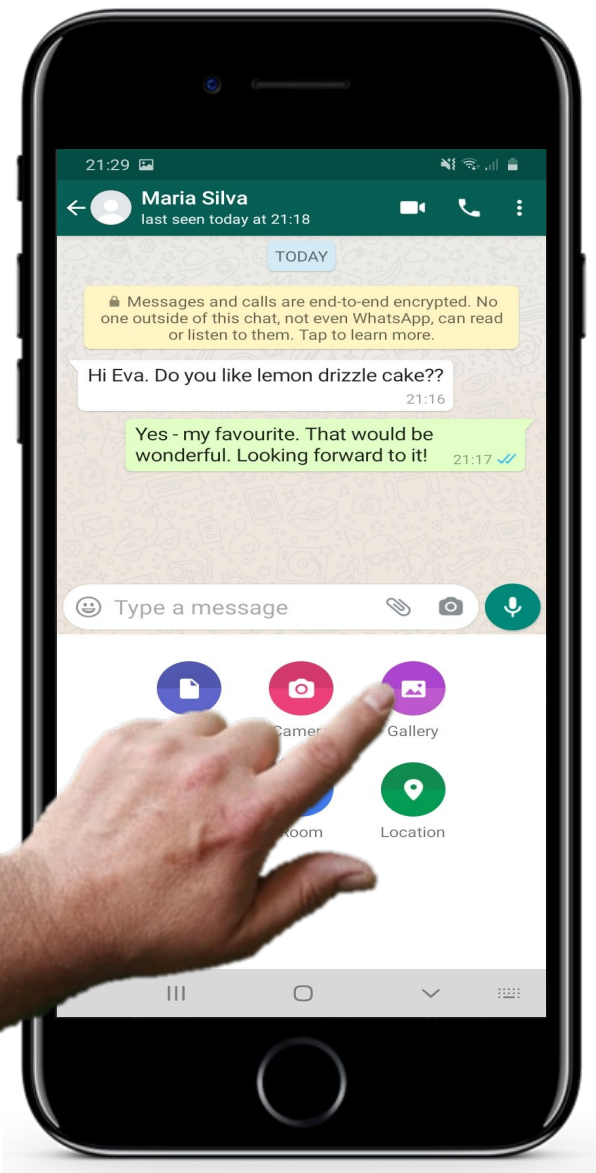
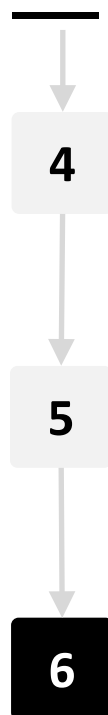
Tap Sharing symbol,

it opens your other apps including photos. Select and hold to tick the photo you want to send.

Chose how - by e-mail or WhatsApp



## Features of WhatsApp for you to try



### Try sharing a picture: a second approach

When you have the panel open to type your message, tap the photo Gallery icon to select your picture.

Tap Send!

## More practice challenges

---

Here are some more challenges to reinforce what you have learned in this chapter so far.

- Practice texting with social network. See that it is similar to SMS texts
- Practice finding icons, buttons and know their functions
- Ask friends or family members to text you! Reply to them!
- Follow step by step guidance in this chapter and learn how to navigate WhatsApp on your smartphone
- Repetition helps recall!
- There are often two or more different ways to solve the problem, try one way then try another. See which you prefer.
- Remember your starting point and how far you have come in learning, recognise your achievements!

**HoS\_Quiz\_TU\_SMART\_03\_TextCommunicationWithSma  
rtphoneCH\_04\_slide131.xlsx**

# Chapter completed!

---

Congratulations! You have successfully completed this chapter!

## Summary of acquired skills

---

1

Social network messaging to individuals and groups using the example of WhatsApp

2

Sharing pictures with your family or people you care for

3

Using social media to Organise a meeting by sharing your message with a group

## What is next?

---

Now you can either repeat this chapter or follow our study recommendation by clicking on one of the buttons below:

[Restart](#)[Next](#)

# Module completed!

---

Congratulations! You have successfully completed this module!

## Summary of acquired skills

---

1

You have learnt about SMS messaging

2

You have also found out about messaging by e-mails: sending and receiving

3

You have learnt about social network messaging to individuals and groups

## What is next?

---

Now you can either repeat this module or follow our study recommendation by clicking on one of the buttons below:

[Restart](#)[Next](#)