

A BEGINNER'S GUIDE TO FACEBOOK

FACEBOOK INTERFACE: Stay up to date on latest news, activities, photos, links, and 'likes' from friends, Pages, Groups, and people you follow.

PROFILE

FRIEND REQUESTS

NOTIFICATIONS

The image shows a screenshot of the Facebook interface. At the top, there is a navigation bar with the Facebook logo, a search bar, and links to the user's profile (Olenna), Home, and Find Friends. On the right side of the navigation bar, there are icons for Friend Requests, Notifications, and a globe icon. Below the navigation bar, the left sidebar contains links to the user's profile, News Feed, Messages, Events, Photos, Browse, and Find Friends. Below these are links to various Groups and Apps. The main content area is divided into three sections: a 'Publishing Box' at the top with a 'What's on your mind?' prompt and a 'Post' button; a 'News Feed' below it showing status updates from friends; and a 'TRENDING' section on the right side. The 'Publishing Box' is highlighted with a red box and a label 'PUBLISHING BOX'. The 'News Feed' is highlighted with a red box and a label 'NEWS FEED'. The 'TRENDING' section is highlighted with a red box and a label 'TRENDING'. The 'Profile' label points to the user's profile picture and name. The 'Friend Requests' label points to the Friend Requests icon. The 'Notifications' label points to the Notifications icon. The 'Publishing Box' label points to the 'What's on your mind?' prompt. The 'News Feed' label points to the status updates.

Olenna Mason
Edit Profile

Welcome

News Feed

Messages

Events

Photos

Browse

Find Friends

GROUPS

Planning a surprise p...

Family

Create Group...

APPS

Games

Pokes

Places Editor

Gifts

Games Feed

Notes

Update Status | **Add Photos/Video**

What's on your mind?

Post

Henri Rousseau
1 min · Raleigh, NC · 🌐

If Spring officially begins on March 20, it should officially not be allowed to snow anytime after that date.

Like · Comment · Share

Bryan Durand likes this.

Bryan Durand You said it.
49 secs · Like

Write a comment...

Julia Fillory
March 20 at 10:16am · 🌐

Another cold night at Brakebills!

TRENDING [Learn More](#)

San Jose Sharks: Sharks sign lifelong fan to one-day contract

DeSean Jackson: Chip Kelly Assured DeSean Jackson He Won't Be Traded, According to Report

Tom Brady: Tom Brady and Gisele Bundchen Reportedly Selling Massive Year-Old LA Estate

[See More](#)

English (US) · [Privacy](#) · [Terms](#) · [Cookies](#) · [More](#) · Facebook © 2014

PUBLISHING BOX

NEWS FEED
Continuous stream of status updates, photos, and other activities by people you follow

A BEGINNER'S GUIDE TO FACEBOOK

What is Facebook?

A free social networking website and service where users can connect with others online. Connect with family (grandchildren) and friends, send messages, share photos and videos, and stay up to date with news and stories. Share your own stories, thoughts, and photos.

How to Access Facebook

Download the 'Facebook' and/or 'Messenger' app or visit

www.facebook.com.



How to Use Facebook

Facebook has two main parts: Newsfeed and Profile.

- Your Profile shows what you want your friends/followers to see, including birthday, life events, activities, and photos.
- Your Newsfeed shows what others share publically.
- You can like or comment on others' photos, status updates, and other activities.
- You can create groups, pages, or events and invite others.
- You can search for and connect with friends.

****Facebook and Messenger may look slightly different depending on the device you are using (phone versus computer).***

EXPRESS YOURSELF: Your profile encompasses both your Timeline and About sections.

**PROFILE
PICTURE**

COVER PHOTO

ABOUT YOU

Shows your
personal
information
(work, school,
etc.)

TIMELINE

Shows all the status
updates, photos,
and other activities
by and about you

PHOTOS



A BEGINNER'S GUIDE TO FACEBOOK

Facebook Profile





- Your **Profile** is your personal page that shows what you want your friends/followers to see.
- In your profile, you can:
 - Add a profile and cover photo.
 - Share information about yourself (e.g., hometown, work, school, relationship status).
 - **Update your status** with whatever is on your mind, share photos and videos, or links to articles.
 - See what others post directly to you on your wall.



Other features:


















- You can like or comment on others' photos, status updates, and other activities.
- You can create groups, pages, or events and invite others. Some people use Facebook to invite people to events, weddings, parties, etc.
- You can search for and connect with friends in the search bar at the top.




COMMUNICATION SYSTEM: Engage with family and friends by posting status updates, sending private messages, or chatting.



Status Update


 Make Post |  Photo/Video Album |  Live Video 



 | What's on your mind? 


                

 Photo/Video  Feeling/Activity 

  News Feed

 Friends ▼

  Your Story

 Friends and Connections ▼

Post

A BEGINNER'S GUIDE TO FACEBOOK

Status Update

Let others know your activities and thoughts, share articles, post videos or photos, or ask questions using a **Status Update**.

1. Click on **'What's on your mind?'** box.
2. Type your status (ex: Excited to see my grandchildren).
3. Click **'Post.'**

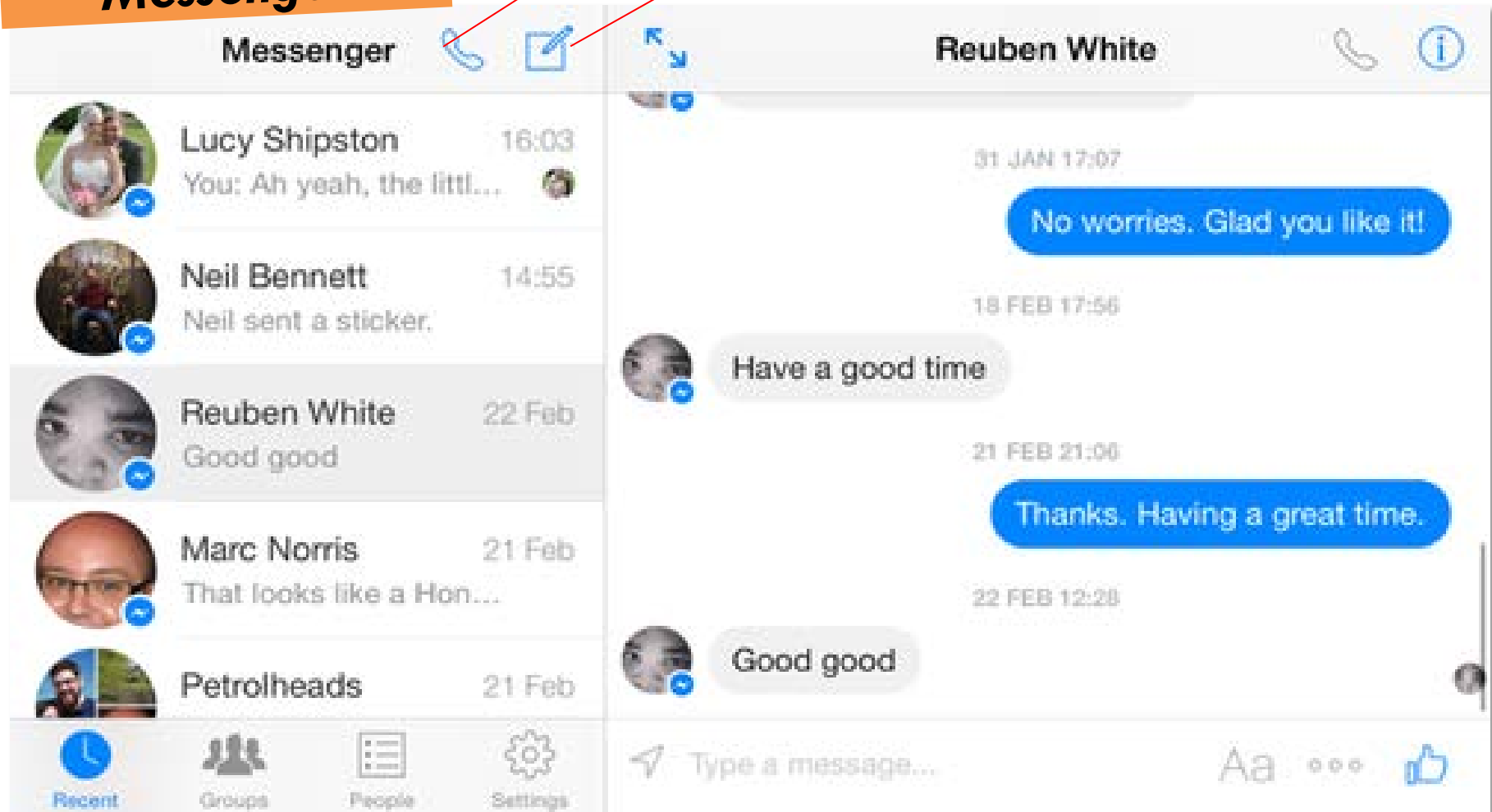
*Optional: You can also add fun backgrounds to your text, photos and videos, 'check-in' your location or activity, or tag your friends.

COMMUNICATION SYSTEM: Engage with family and friends by posting status updates, sending private messages, or chatting.

Messenger

CALL

NEW MESSAGE



A BEGINNER'S GUIDE TO FACEBOOK

Messenger

Reach people instantly and send messages, exchange photos, videos, stickers, or even call or video call using **Messenger**.

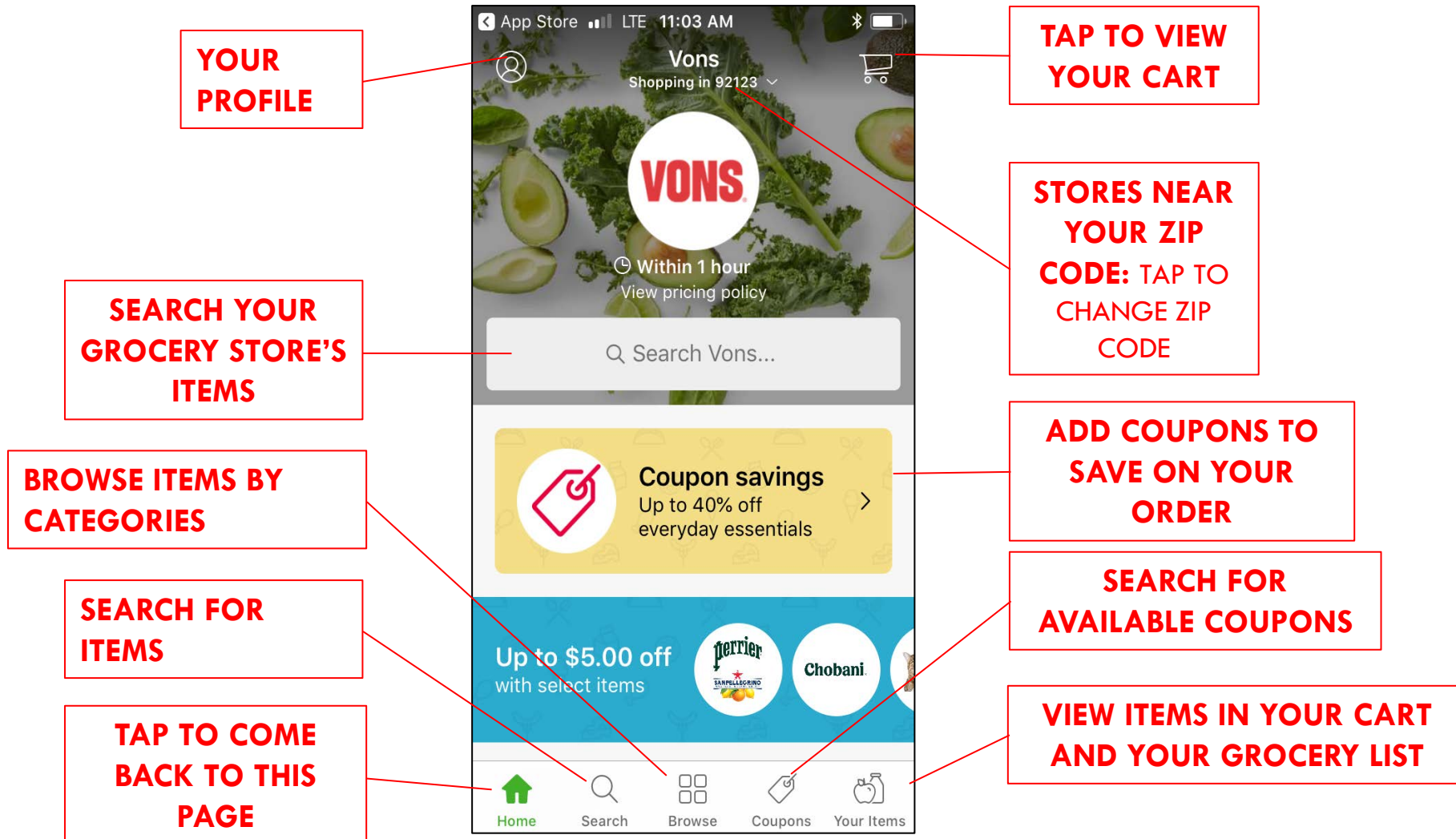
1. Download and log-in to the '**Messenger**' app.
2. Start a conversation by clicking '**New**' and selecting a friend's name.
3. Send text, photos, video, and audio.

Fun features: Send expressive emojis, stickers, and GIFs; keep in touch with the important people in your life with group chats; call or video call (free, but you may get charged for data when you aren't on Wi-Fi).

A BEGINNER'S GUIDE TO Instacart

A grocery delivery service

INSTACART INTERFACE: Search for items or browse stores and special offers



A BEGINNER'S GUIDE TO Instacart

WHAT IS THE APP:

Instacart

HOW IS IT USEFUL TO YOU:

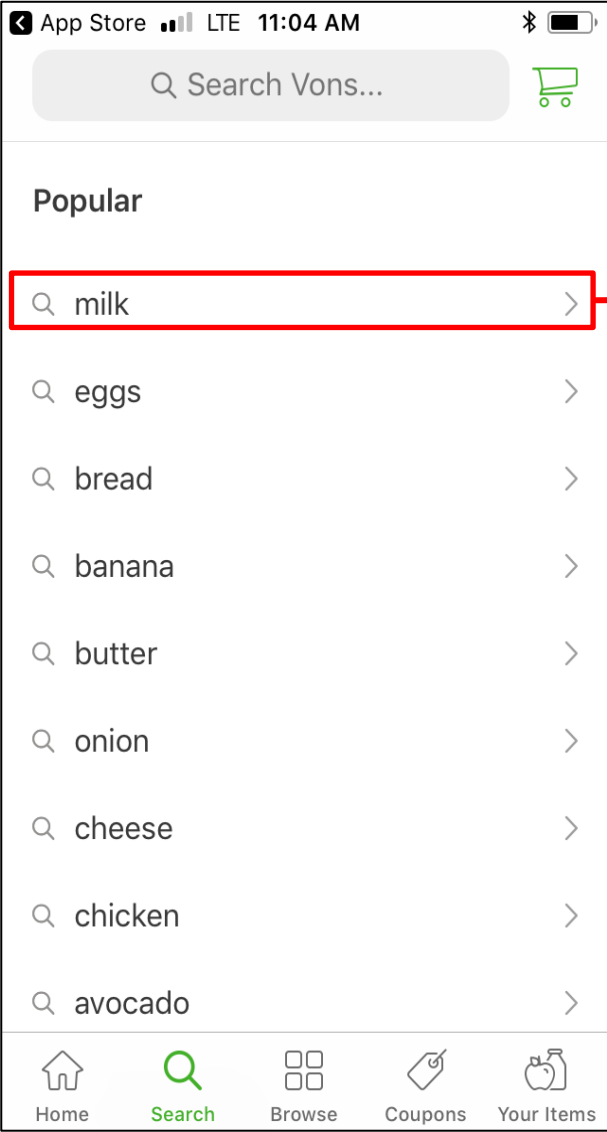
Shop for groceries in the comfort of your own home and have them delivered to your front door the same day. You can also apply coupons to your order. Delivery fees are dependent on delivery timeframe.

HOW TO USE IT:

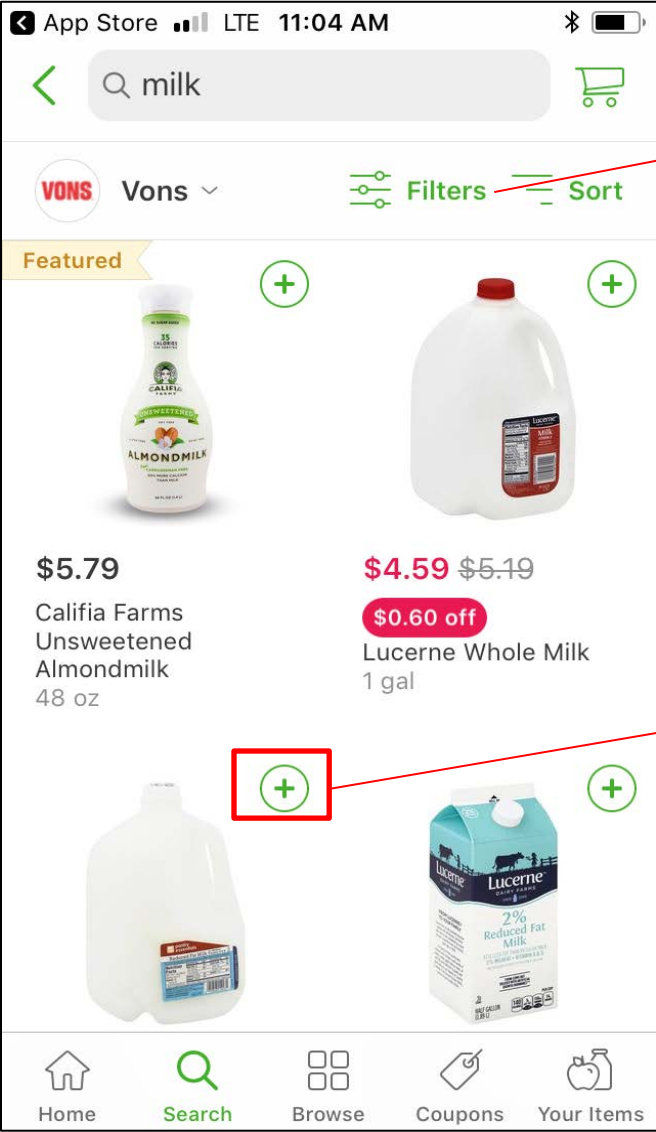
- Log in to the Instacart app.
- Choose a grocery store of your choice in your area.
- Scroll through items and add them to your cart.
- Search for coupons and apply them to your order.
- When you have all the items you need, confirm your order, schedule a delivery date, time and check out.
- You can access your cart using the cart logo in the upper right corner on all pages in the application (app).
- Provide delivery instructions such as parking locations, building security or gate information, specific directions for difficult to locate front doors, or any markers on your home that help the deliverer find the best entrance.
- Payment is provided through the app with the credit card on file.
- After delivery, you can rate your order and add a tip.

****Instacart may look slightly different depending on the device you are using (phone versus computer).***

SEARCH: Browse items available for delivery.



SEE
BRANDS



APPLY
FILTERS OR
SORT FOR
EASY
VIEWING

ADD
TO
CART

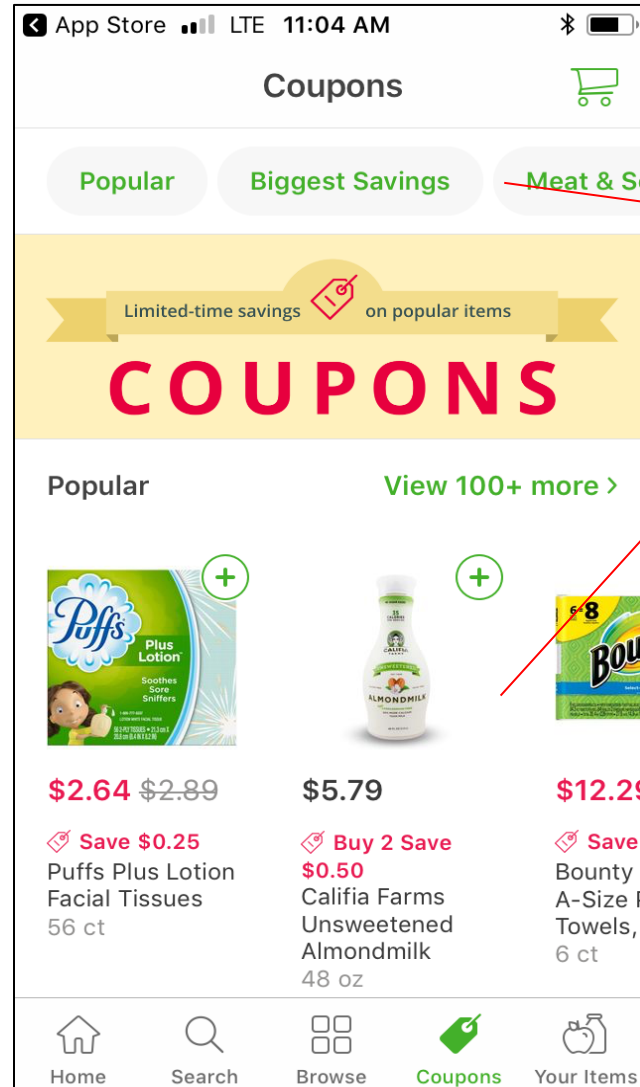
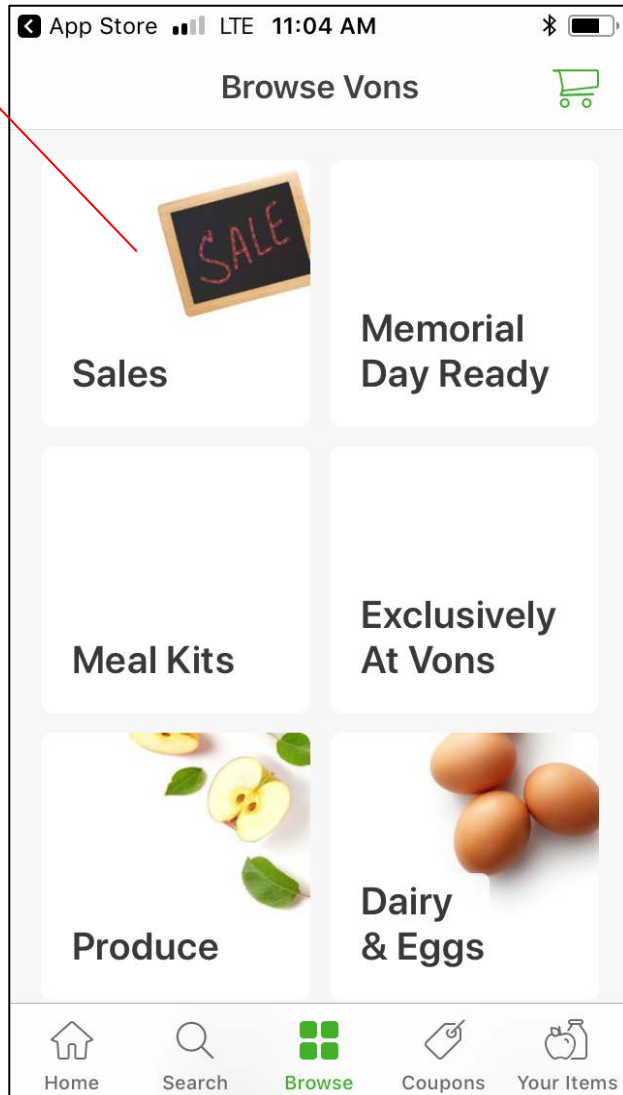
A BEGINNER'S GUIDE TO Instacart

Search Page

- Use the **Search** page to browse items by category.
- In each category, you will find items, and within each item, you can see different brands and types of that item (for example, if you tap to browse milk, you will see all the different types of milk that grocery store offers - skim milk, almond milk, chocolate milk, etc.)
- Use the **Filters** or **Sort** button to list items by price, alphabetically, or brand.
- When you find an item you want, tap the green plus sign next to it to add it to your cart.

BROWSE AND SAVE: Navigate through your grocery store's produce, meal kits, and sales. Then head to your Coupons page to select and apply coupons to your order.

**TAP ON
ANY OF
THE
BOXES TO
SEE ITEMS**



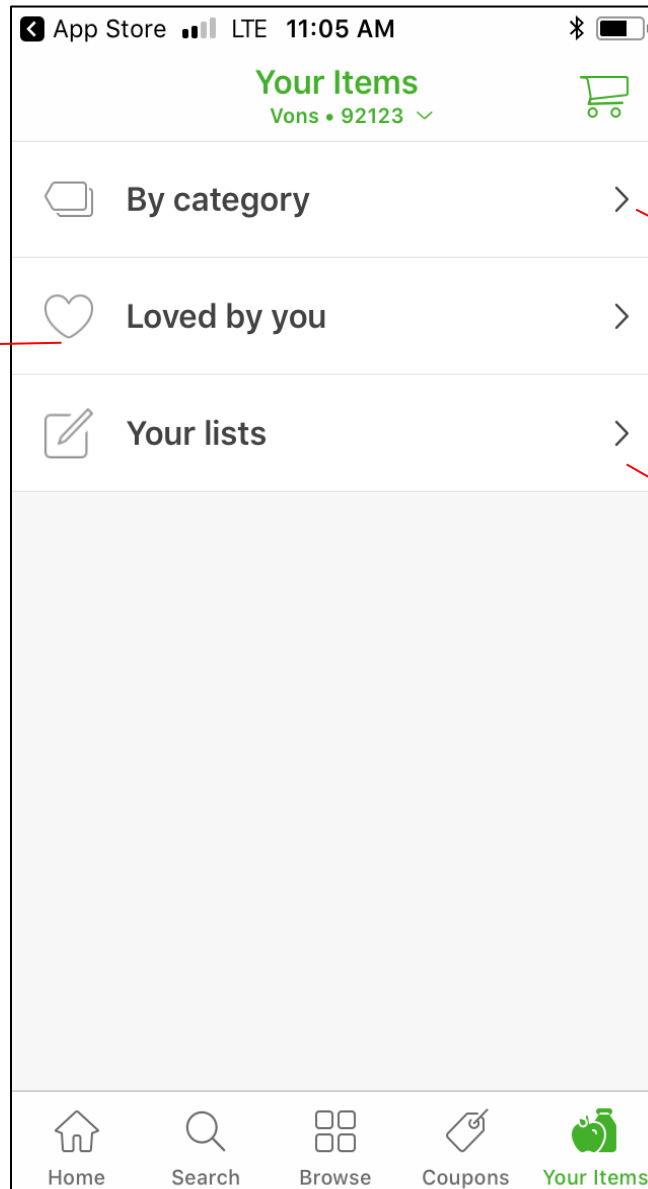
**TAP TO SELECT
A CATEGORY
OR SCROLL
THROUGH
SECTION
BELOW**

A BEGINNER'S GUIDE TO Instacart

Browse and Coupon Pages

- Use the **Browse** page to view different categories at your grocery store.
- Use the **Coupon** page to save and apply coupons to your order.

YOUR ITEMS: See the items in your shopping cart, your favorite items, and shopping lists you have made.



**VIEW YOUR
FAVORITE
ITEMS FOR
EASY ADDING
TO YOUR
CART**

**BROWSE ITEMS
IN YOUR CART
BY CATEGORY**

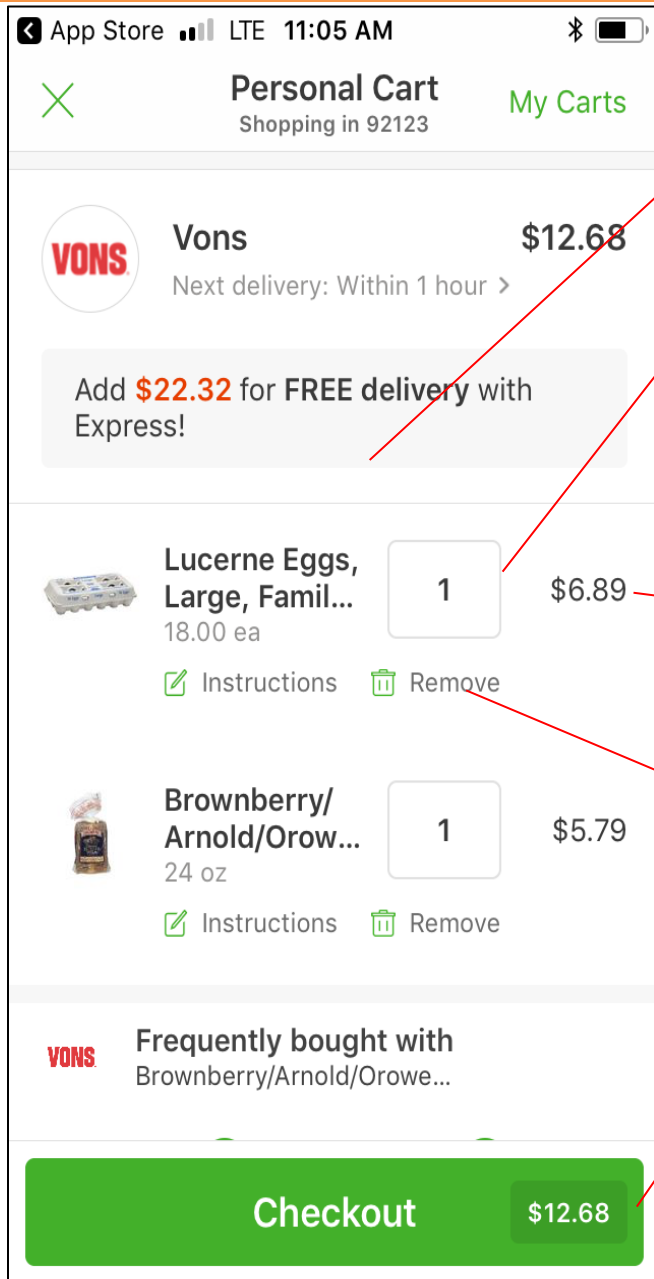
**CREATE
AND SAVE
YOUR
GROCERY
LIST**

A BEGINNER'S GUIDE TO Instacart

Your Items Page

- Use the **'Your Items'** page to navigate through **'By category'**, **'Loved by you'**, and **'Your Lists'**.
- Use the **'By category'** section to view your cart's items by category.
- The **'Loved by you'** section lists all of your favorite items. When adding an item to your cart you will see a green heart with **'Favorite'** underneath. Tap the heart to add this item to your favorites, so you can easily find it the next time you do your shopping on the app.
- You can create and save grocery lists in the **'Your lists'** section. Tap **'New list'** to create a new grocery list, type in an item and tap the blue plus sign to add another item. When finished, tap **'Done'** on the bottom right of the page.

PERSONAL CART: Once you are done shopping, review your cart, and proceed to check out.



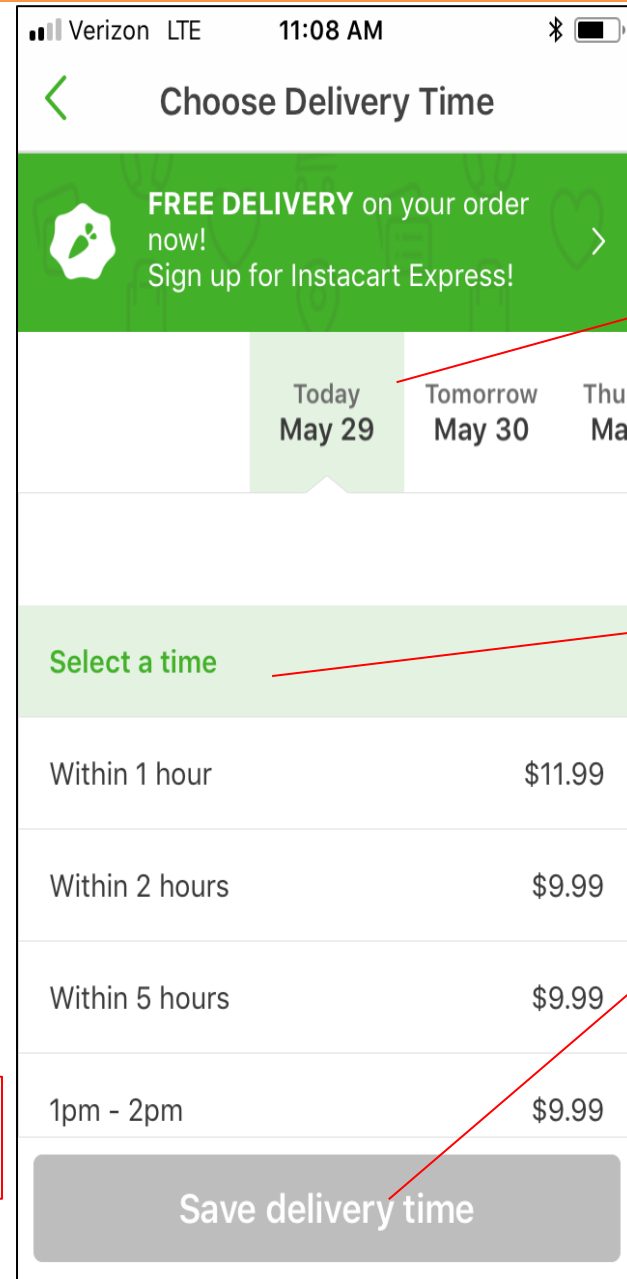
ITEMS IN
YOUR
CART

QUANTITY

COST OF
EACH
ITEM

TAP TO
REMOVE
ITEM

TAP TO
CHECKOUT



DELIVERY
DATE
OPTIONS

TIMEFRAME
OPTIONS
FOR
DELIVERY

TAP TO
PROCEED

A BEGINNER'S GUIDE TO Instacart

Personal Cart and Check Out

- Your **Personal Cart** page will list the items in your cart, amount of each, and cost. At the bottom of the page it will provide the total cost. Tap **Checkout** to proceed in ordering.
- The next page will show you delivery dates and time options. Choose a timeframe that works best for your schedule (when you will be home) and tap **Save delivery time**.
- After you save your delivery time you enter your credit card information and confirm the delivery address. You can even have groceries delivered to someone else. After you are done, your order will be processed and delivered as specified.
- You can add delivery instructions when placing an order (on the **Checkout** page, when entering your address info, include information in the Instructions for delivery box) or after you have placed an order (on the **Order** page, edit the delivery address and enter Instructions for delivery).

A BEGINNER'S GUIDE TO Skype

A free video chat, voice call, and messaging platform.

SKYPE INTERFACE: Video chat, message, and send photos to friends and family members.



A BEGINNER'S GUIDE TO Skype

WHAT IS THE APP:

Skype

HOW IS IT USEFUL TO YOU:

Connect with family and friends, send photos, video chat and message. Send photos, videos, and messages to your Skype contacts. Make calls and chat via video.

HOW TO USE IT:

- Use the Calls page to call or video chat your contacts. Tap the video symbol next to your contact's name to video call him or her.
- When using video chat you will see the other person enlarged on your screen. Often times you will also see yourself in a small box in a corner.
- There is an option for group video chats in addition to one-on-one, so you can video chat with several people at the same time.
- When you are done with the conversation, tap the red phone symbol at the bottom of the screen to hang up.

SKYPE HOME PAGE: Learn how to navigate the Home page to access chats, calls, camera, highlights, and your contacts.

ALERTS (MISSED CALLS, MESSAGES, ETC)

YOUR ACCOUNT INFORMATION

ENABLE PUSH NOTIFICATIONS TO RECEIVE ALERTS WHEN YOU GET MESSAGES OR CALLS

VIEW RECENT CALLS OR MAKE A PHONE CALL

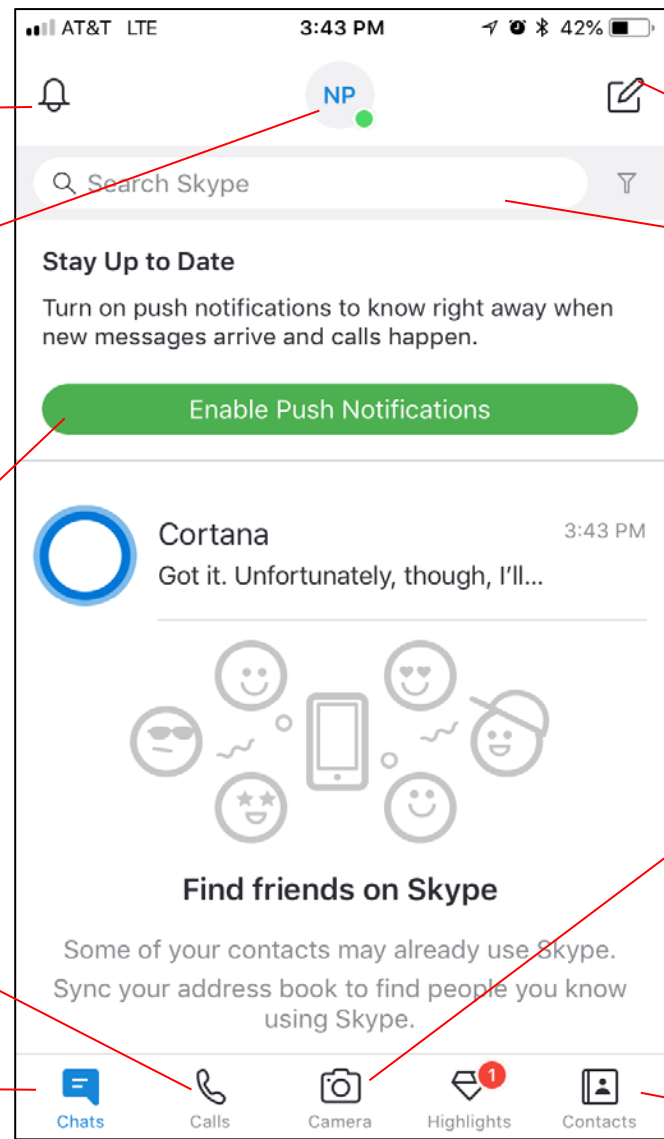
VIEW CURRENT CHATS

START A WRITING A MESSAGE

SEARCH YOUR FRIENDS

TAKE A PHOTO OR VIDEO

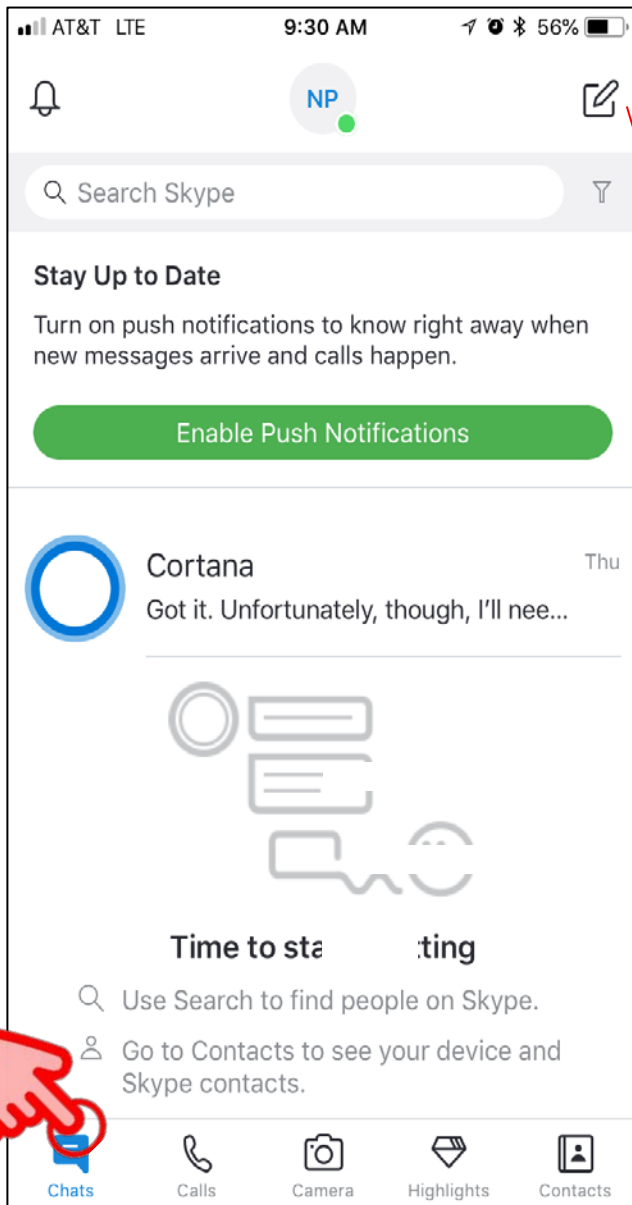
BROWSE YOUR CONTACTS



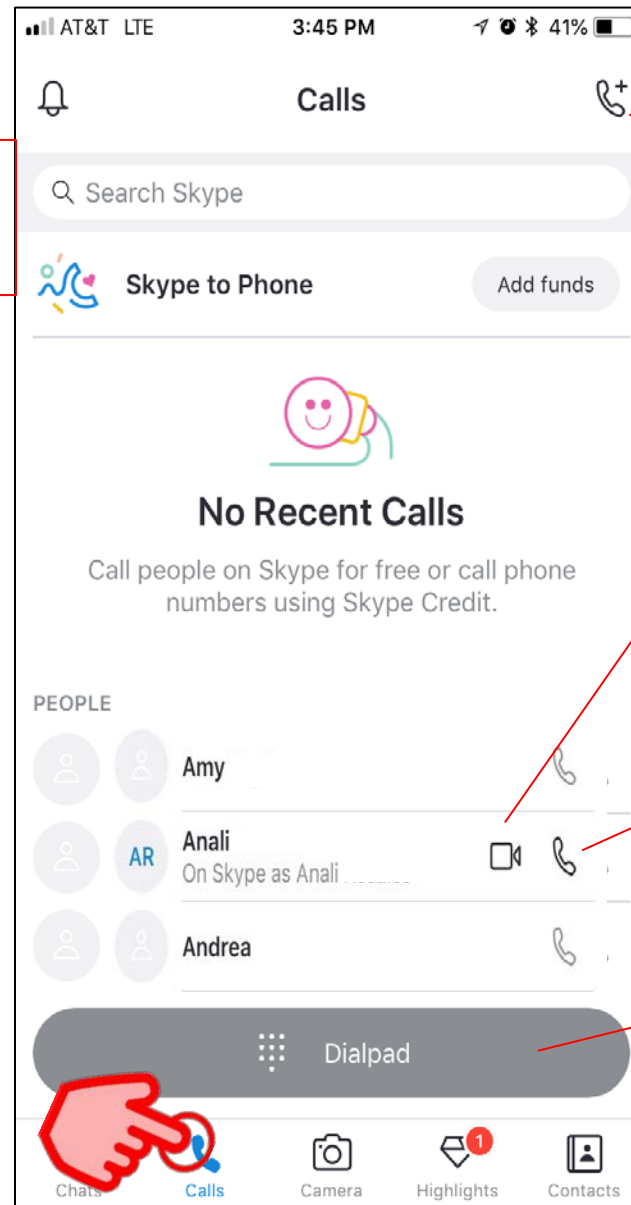
Navigating the Home Page

- Skype's Home page allows you to search for people or topics in the search bar at the top, as well as tap the bottom bar buttons to navigate to the **Chats**, **Calls**, **Camera**, **Highlights**, and **Contacts** pages.
- Use the **Contacts** page to search your contact list, invite friends to Skype, and add contacts.
- Use the **Chats** page to see current messages or create a new one.
- Use the **Camera** page to take photos and videos.
- *(optional) Use the Highlights page to follow contacts and post photos and videos.*

NAVIGATION: Discover what you can do on the Contacts and Calls page.



**CREATE
A NEW
CHAT**



**ADD A
CONTACT**

**VIDEO
CHAT WITH
YOUR
FRIEND**

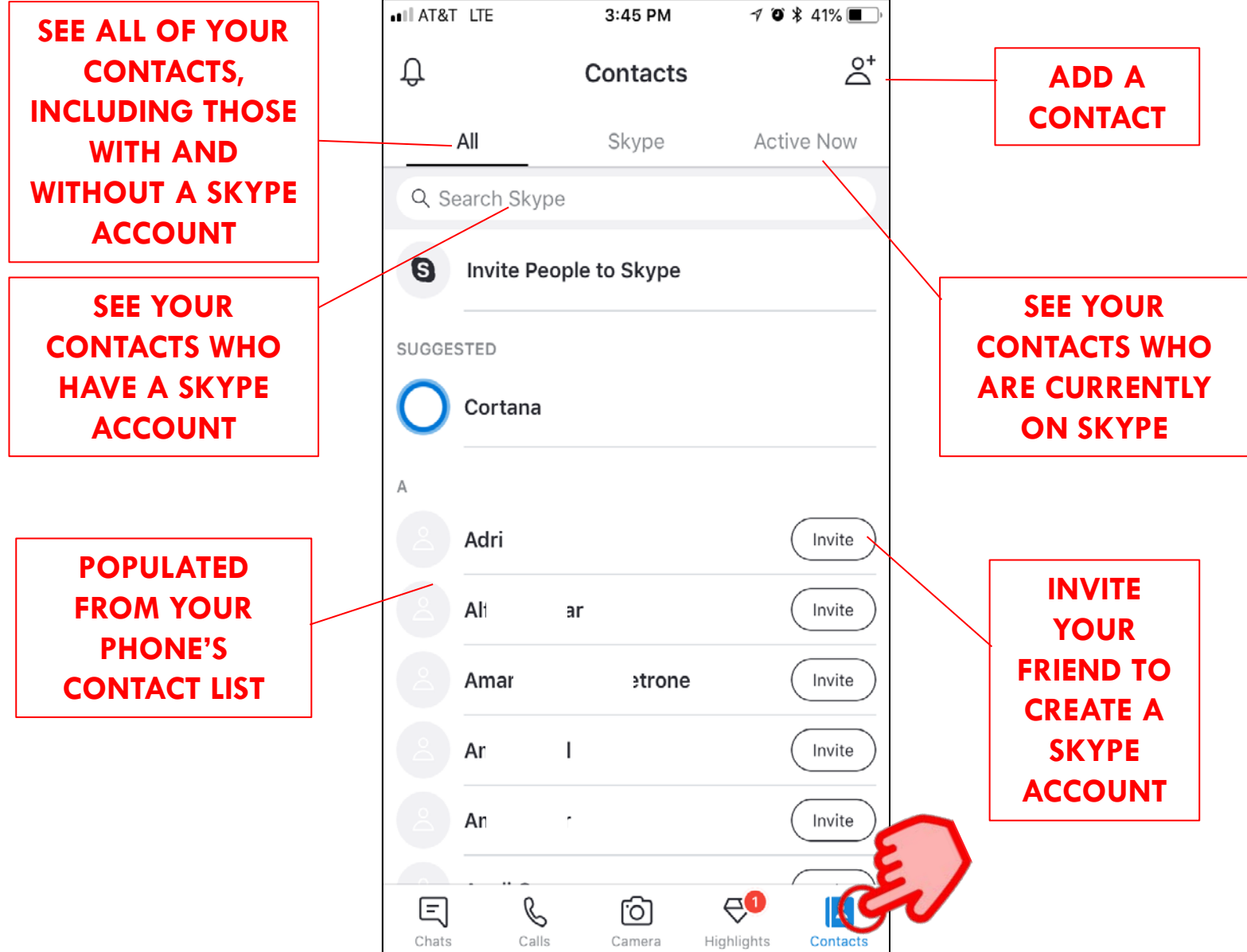
**CALL YOUR
FRIEND**

**DIAL A
NUMBER**

Navigating Pages

- From the **Contacts** page you can create a new chat or go to previous chats.
- From the **Calls** page you can call or video chat with your contacts who have Skype (you will see a video call and a phone logo next to their name). There is a fee for calling your contacts who do not have Skype. You can also use the Dialpad to enter a phone number directly.

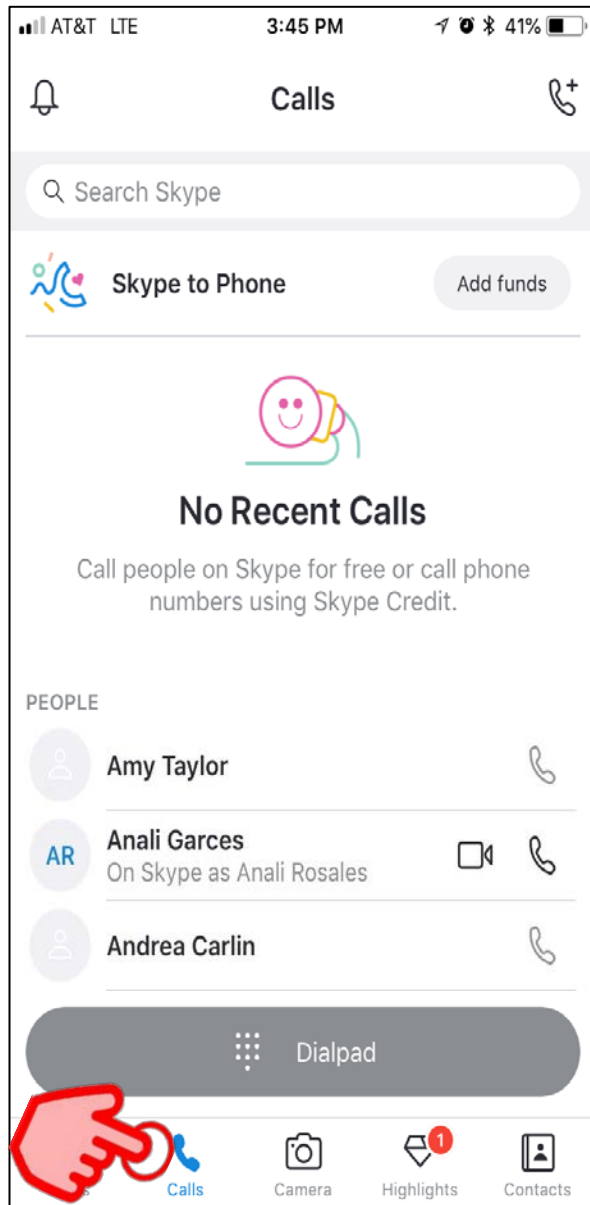
NAVIGATION: Discover what you can do on the Contacts page.



Navigating the Contacts Page

- From the Contacts page you can search “**All**” to invite friends in your phone’s contact list to use Skype, search “**Skype**” to see friends who have a Skype account, and “**Active Now**” to see your Skype friends who are currently online. You can call or voice chat friends from this page.

MAKE A VIDEO CALL



1. Tap the “calls” button at the bottom.
2. Tap the video camera to the right of the person you want to call.
3. Say Hello!



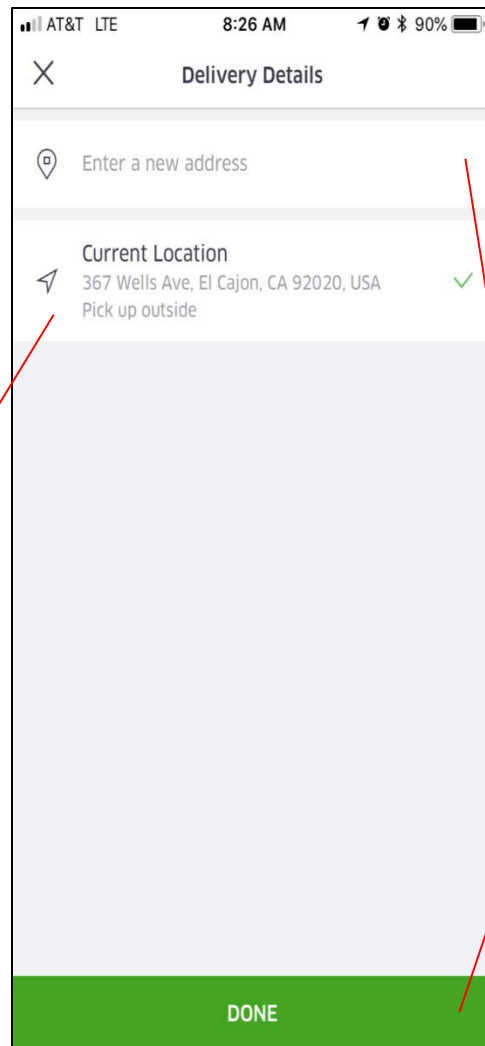
Make a Video Call

1. Tap the “calls” button at the bottom of the page.
2. Tap the video camera to the right of the person you want to call.
3. Say Hello!

A BEGINNER'S GUIDE TO UBEReats

*A convenient food delivery service
phone application*

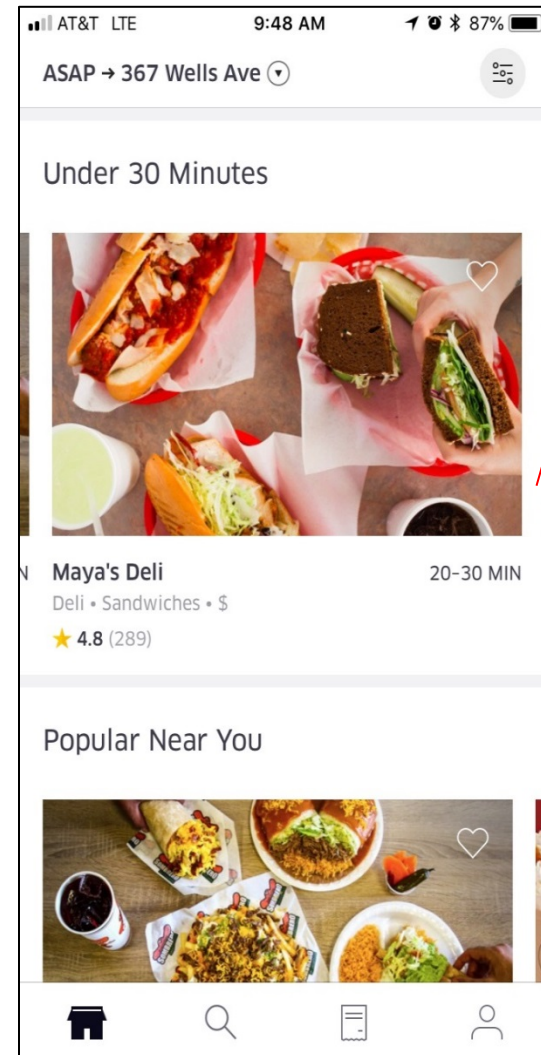
UBEREATS INTERFACE: Browse local restaurants and fast food, place your order in the app, charge to your Uber account or credit card, and track your delivery in real time.



**CURRENT
LOCATION**

**ENTER NEW
ADDRESS IF
DIFFERENT
FROM
CURRENT
LOCATION**

DONE
Tap done
to confirm
delivery
address



RESTAURANTS
Browse
restaurants near
you

A BEGINNER'S GUIDE TO **UBEReats**

WHAT IS THE APP:

UBEReats

HOW IS IT USEFUL TO YOU:

A convenient way to order food from restaurants or fast food for delivery. Pay for food using a card on file instead of cash.

HOW TO USE IT:

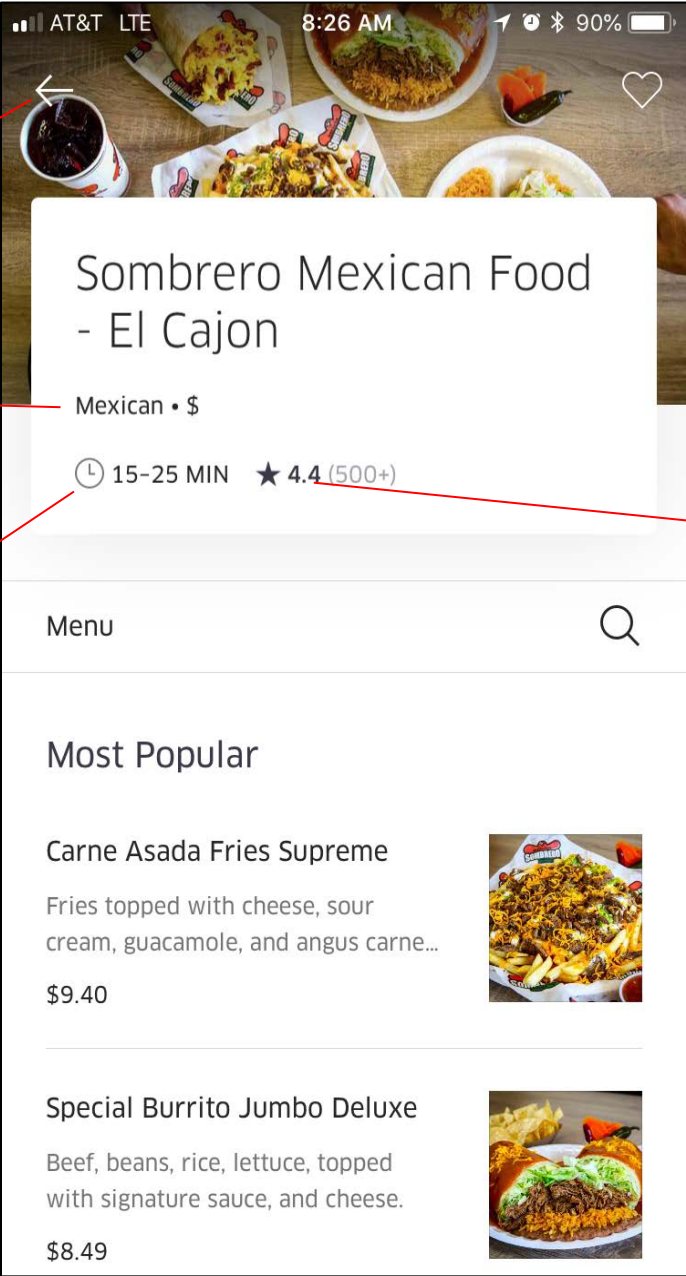
- UberEATS gives you the option to search for a cuisine or browse nearby restaurants.
- Select restaurants based on delivery time, user ratings, cuisine type, or average cost
- Tap on a restaurant to view the menu. Options such as choice of sides or toppings available on most menu items
- Add items to your cart. Once finished, review your order by tapping on VIEW CART.
- Add a note (for things like extra napkins, no cheese, or dressing on the side) and pay for your order with your card on file.
- Once you place your order a driver will accept your delivery. Track your order and estimated delivery time in the app.
- A notification will be sent when your food is arriving.
- No cash is exchanged, option to tip is in the app.

CHECK OUT THE RESTAURANT PAGE: Use this page to browse menu items, delivery time, and ratings.

GO BACK
TO
BROWSE

CUISINE
AND PRICE

ESTIMATED
DELIVERY
TIME



REVIEWS (OUT OF
5 STARS)

BROWSE
MENU
ITEMS

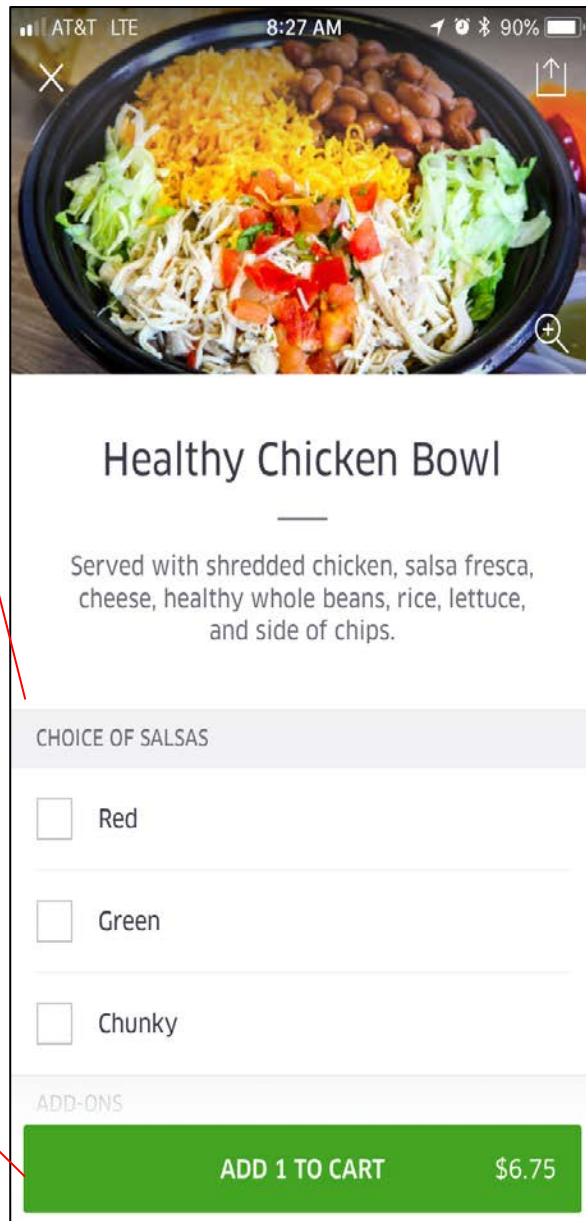
A BEGINNER'S GUIDE TO UBEReats

Restaurant Page

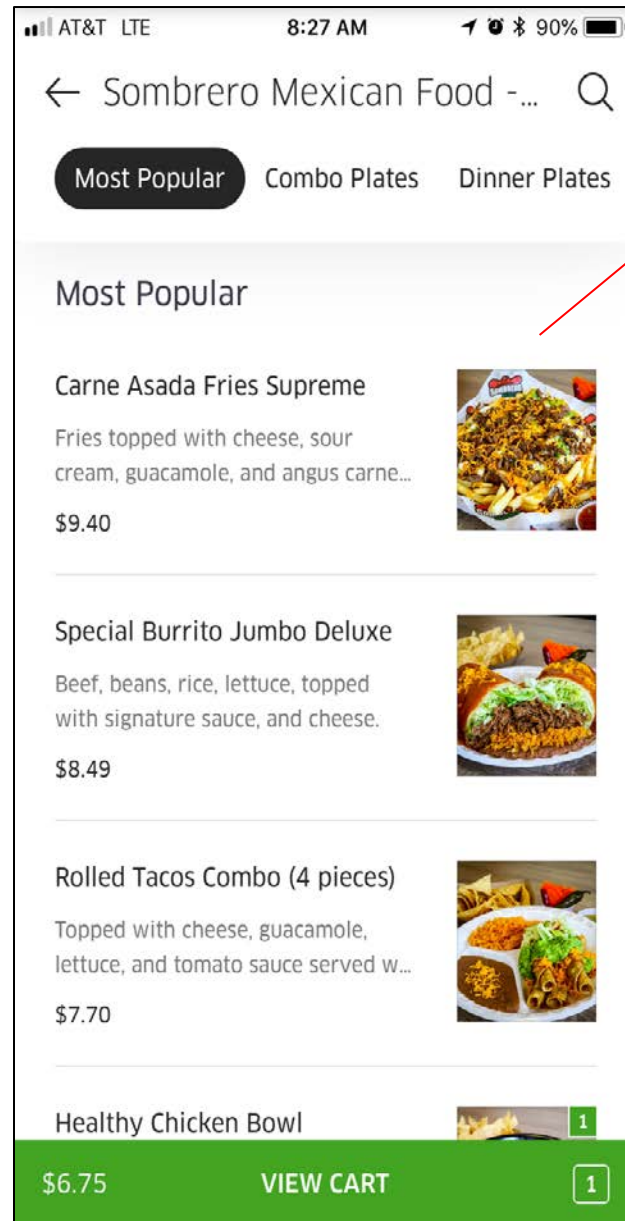
- Use this page to determine if you want to order from the restaurant. Consider things such as delivery time, user ratings, cuisine, and menu items.
- On this page, you view popular menu items or browse the menu yourself.
- Tap on **menu items** to read more about what is included.
- Select **menu items**, **personalize** (no cheese, dressing on the side, etc.), and add to your **cart**.

ADDING TO YOUR CART: Choose a meal of your choice, customize it, and add it to your cart.

**PERSONALIZE
YOUR MEAL
WITH
AVAILABLE
OPTIONS**



**ADD ITEM
TO YOUR
CART**



**ADD
ANOTHER
ITEM**

**VIEW CART
WHEN READY
TO PLACE
ORDER**

A BEGINNER'S GUIDE TO UBEReats

Add to your Cart

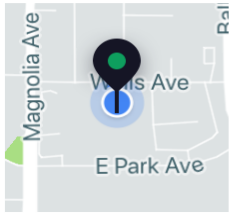
- Use this page to customize your meal with the options available by tapping the square next to each.
- Add the meal to your cart by tapping '**ADD 1 TO CART**' and continue searching for more or proceed to checkout.
- Once you are ready to proceed to checkout, tap '**VIEW CART**'.

PLACE YOUR ORDER: Review your order, credit card, and confirm your order.

AT&T LTE 8:27 AM 90%

×


Your Cart




367 Wells Ave
El Cajon, CA
Pick up outside

As soon as possible

1	Healthy Chicken Bowl	\$6.75
Add a Note (extra napkins, extra sauce...)		
Subtotal		\$6.75
Tax		\$0.56
Booking Fee		\$4.99
Total		\$12.30

 7885 CHANGE

 Add Promo Code

PLACE ORDER

NOTES FOR DRIVER

**TOTAL COST
FOR ORDER
AND
DELIVERY**

**CONFIRM ALL
DETAILS ON THE
PAGE THEN
PLACE YOUR
ORDER**

**ITEMS
ORDERED
AND PRICE**

**ADDITIONAL
FEES**

**CREDIT
CARD ON
FILE**

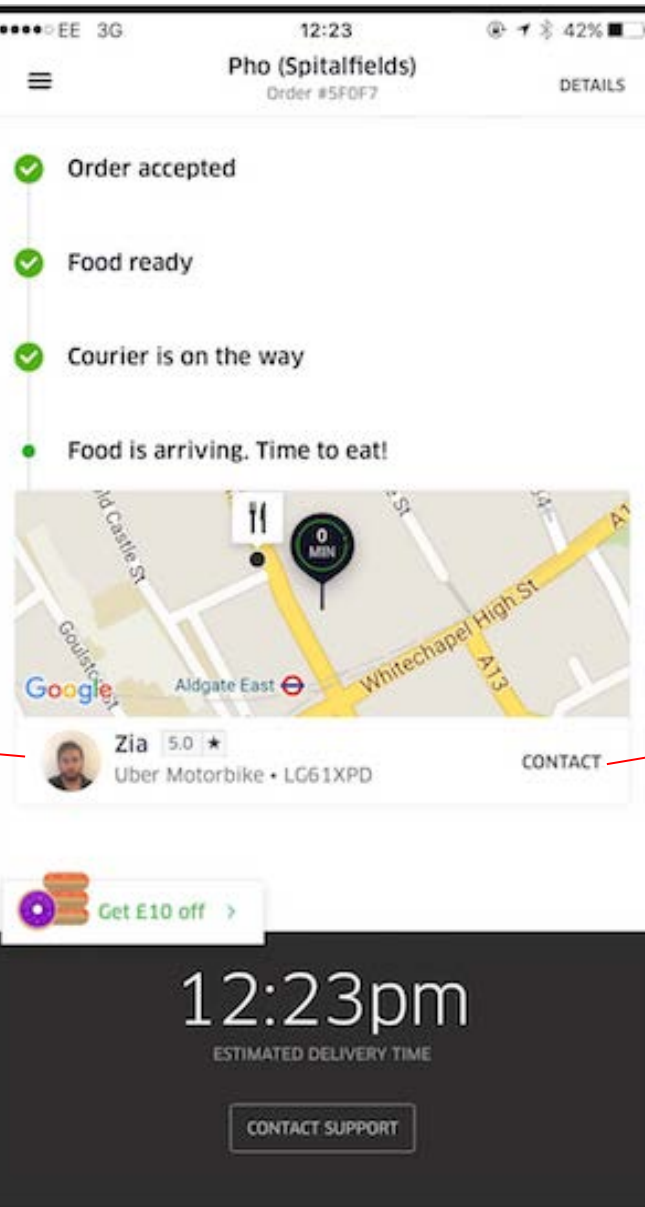
A BEGINNER'S GUIDE TO UBEReats

Placing your order

- Use this page to review your order, delivery address, and payment.
- Add notes for your driver in the 'Add a Note' section such as extra napkins or extra hot sauce.
- The cost of the meal and additional service fees will be broken down. The total price of the order will be in bold next to 'Total'.
- You have the option to use the card already on file or input a new one.
- If all of the information is correct, complete your order by tapping the green 'PLACE ORDER' button at the bottom of the page.

DELIVERY PAGE: Track the status of your order, location of your driver, driver information, and expected delivery time. You will receive a notification when your food has arrived.

TRACK YOUR ORDER



**VIEW WHERE
YOUR DRIVER
IS**

**DRIVER AND
VEHICLE
INFORMATION**

**CALL YOUR
DRIVER**

ESTIMATED DELIVERY TIME

A BEGINNER'S GUIDE TO UBEReats

Delivery Page

- On this page you can view the status of your order. A green check mark will appear by the step at which your order is at – **Order accepted, Food ready, Courier is on the way, Food is arriving.**
- Track your driver in real time using the map in the middle of the page. If it seems like your driver is lost you can contact him by tapping on the '**CONTACT**' button.
- View your driver's information, such as his or her photo and vehicle description.
- At the bottom of the page you will see your **estimated delivery time.**

A BEGINNER'S GUIDE TO Volunteer Match

VOLUNTEER MATCH INTERFACE: Connecting people to meaningful volunteer opportunities.

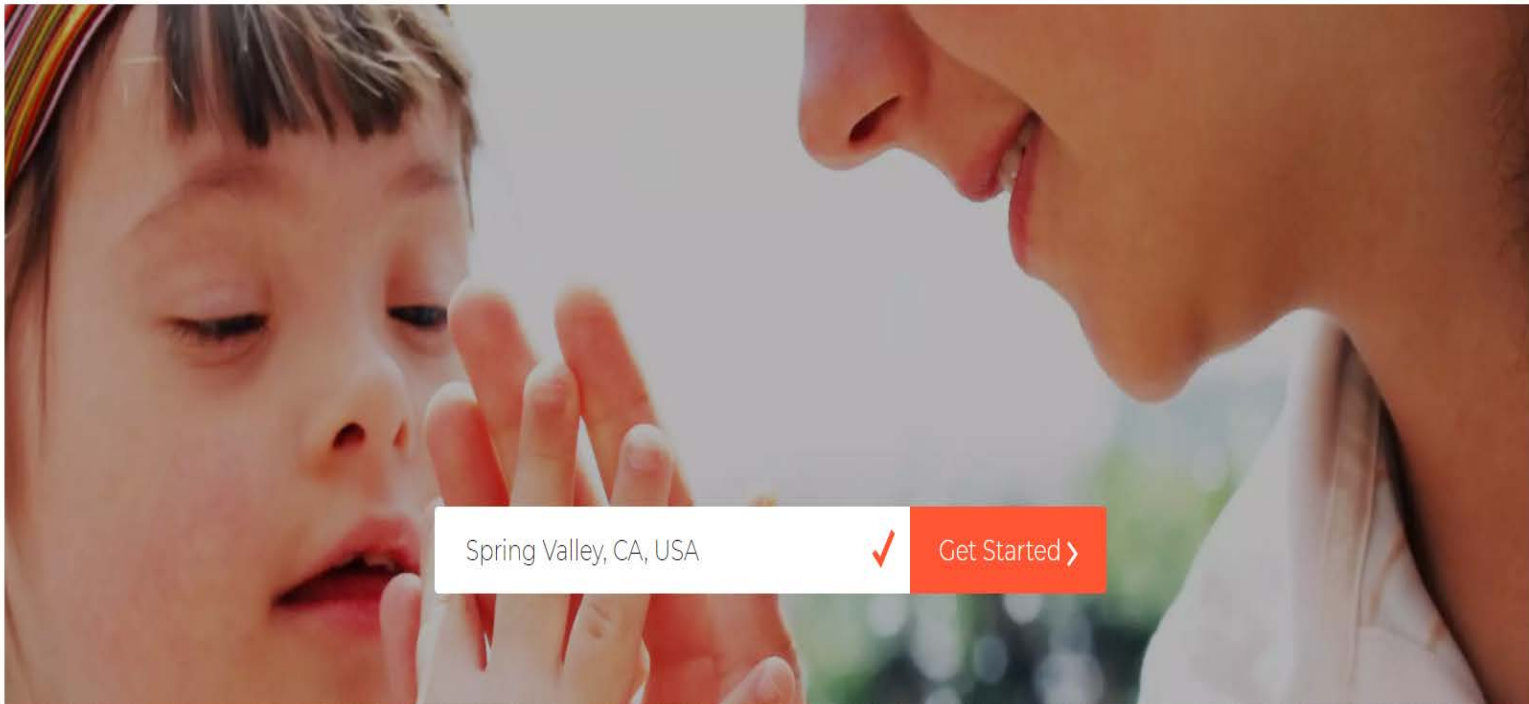


VolunteerMatch

RECRUIT VOLUNTEERS

SIGN-UP

LOG IN



Spring Valley, CA, USA



Get Started >



Advocacy &
Human
Rights
(92)



Animals
(67)



Arts & Culture
(168)



Children &
Youth
(278)



Community
(558)



Computers &
Technology
(48)



Education &
Literacy
(179)



Health &
Medicine
(173)



Seniors
(163)



More

WHAT IS THE APP:

Volunteer Match

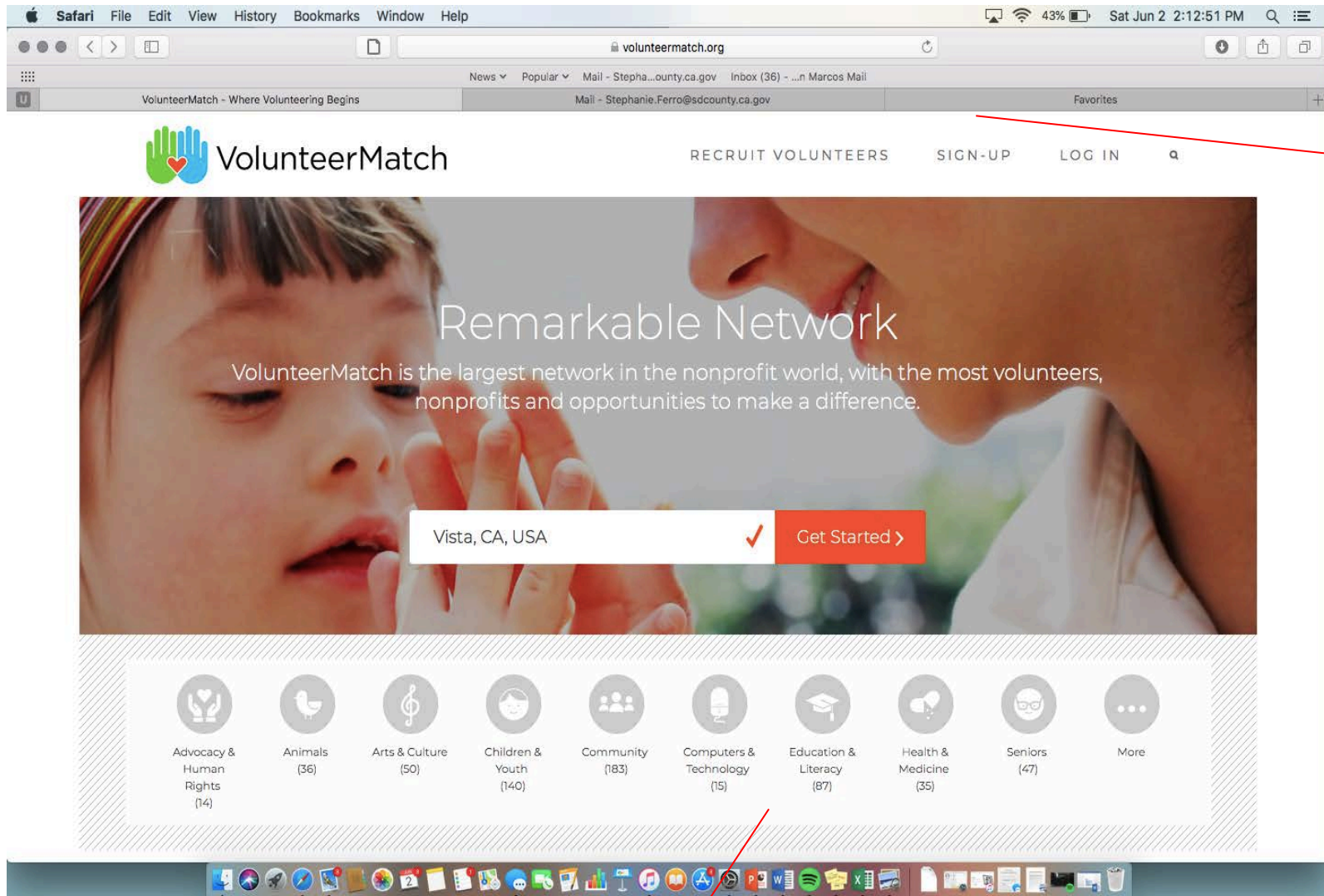
HOW IS IT USEFUL TO YOU:

Volunteer Match connects people to meaningful volunteer opportunities.

HOW TO USE IT

1. In order to volunteer, you need to create an account, but you are able to browse the different volunteer opportunities
2. If you select one of the categories, it will redirect you to the different opportunities within the category. You can also filter the search by distance, near you & new, event dates, and date posted.
3. If you select “learn more” it will redirect you to a page with specific information on the volunteer opportunity. In this page you will be able to see specific details

CREATE AN ACCOUNT: To browse volunteer opportunities and apply to volunteer you must have an account.



**TAP HERE
TO CREATE
AN
ACCOUNT**

**VOLUNTEERING
CATEGORIES**

A BEGINNER'S GUIDE TO **Volunteer Match**

Create an Account

- To use Volunteer Match you must have an account. To create an account, tap 'SIGN-UP' in the upper right corner of the homepage.
- You will have the option to sign up using your Google account, Facebook account, LinkedIn account, or your email.
- If you use your email, enter your first name, last name, country, zip code, email address and password.
- Once you submit your information you will receive a confirmation email. Click on the link provided in the email to activate your account.

SEARCH VOLUNTEER OPPORTUNITIES: Use the filter to list opportunities by distance, new, event dates or date posted.

The screenshot shows the VolunteerMatch website interface. The browser is Safari, and the address bar shows volunteermatch.org. The page has a navigation bar with links for **RECRUIT VOLUNTEERS**, **SIGN-UP**, and **LOG IN**. Below the navigation bar, there are tabs for **Join**, **Opportunities** (selected), **Organizations**, and **Volunteer Stories**.

On the left side, there is a sidebar with search filters:

- NARROW YOUR SEARCH**: A search bar with the placeholder text "Keywords" and a magnifying glass icon. Below it, there is a link for **Advanced Search** (Search by Country, Skills and more!).
- LOCAL OR VIRTUAL**: Two options: **Local** (you'll go to a physical location) with a location pin icon and a checked checkbox, and **Virtual** (you can do it from a computer, your home or anywhere!) with a computer icon and a checked checkbox.
- CAUSE AREAS**: A list of categories with checkboxes: **Advocacy & Human...** (14) [checked], **Arts & Culture** (50), **Children & Youth** (138), **Community** (175), **Education & Literacy** (87), and **Seniors** (47).

The main content area displays the results of the search:

- We've found 14 volunteer opportunities in Advocacy & Human Rights**
- near** **Vista, CA**
- DISPLAYING 1 - 10 OF 14**
- SORT BY**: A dropdown menu is open, showing options: **Distance**, **Near You & New** (selected), **Event Date**, and **Date Posted**.
- ON-GOING** **Court Appointed Special Advocates** with National Court Appointed Special Advocates... (36 REVIEWS). Description: "Become a CASA volunteer if you are ready to make a difference in a child's life. CASA volunteers are everyday citizens appointed by..."
- various locations** throughout the US (Seattle, WA 98119). **It's Flexible! We'll work with your schedule**.
- Learn More** button.
- ON-GOING** **Women, don't just be sad about Child Abuse, do something about it right NOW!!!** with Chicktime (3 REVIEWS). Description: "Chicktime is a movement of women setting up networks all across America (and abroad) who are taking their place."

Two red callout boxes with arrows point to specific elements:

- FILTER YOUR SEARCH**: Points to the "Near You & New" option in the "SORT BY" dropdown menu.
- TAP TO LEARN MORE ABOUT THE OPPORTUNITY**: Points to the "Learn More" button.

A BEGINNER'S GUIDE TO **Volunteer Match**

Search Volunteer Opportunities

- On the **Opportunities** tab located at the top of the homepage you will be able to find volunteer opportunities by entering your location (City and State) and selecting your interest, such as Advocacy & Human Rights, Animals, Children & Youth, and many others.
- A new page will populate listing volunteer opportunities, including information on the company, location, what the role entails, the dates and times volunteer services are needed.
- Tap '**Learn More**' underneath the listing.

LEARN MORE: View additional information about the volunteer opportunity.

VolunteerMatch

RECRUIT VOLUNTEERS SIGN-UP LOG IN

Join • Opportunities • **Organizations** • Volunteer Stories

Court Appointed Special Advocates (CASA)
National Court Appointed Special Advocates (CASA) Association
★★★★★ 36 REVIEWS

I want to help! ADD TO FAVORITES DONATE TO THIS ORGANIZATION

SPECIFIC INFORMATION ABOUT OPPORTUNITY

TAP TO SIGN UP AS A VOLUNTEER

When
It's flexible! We'll work with your schedule.

Where
various locations throughout the US
Seattle, WA 98119

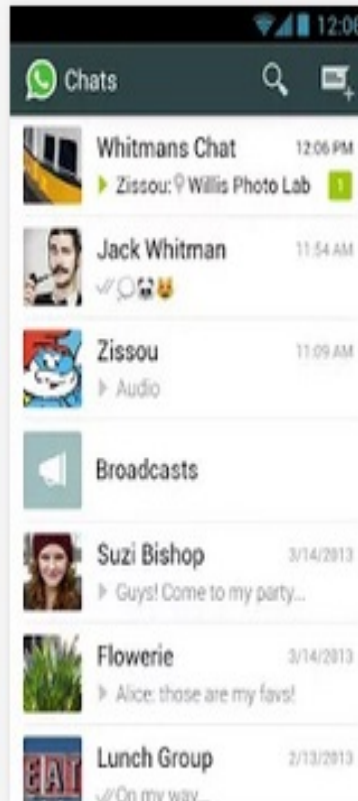
COMFORT AT PLAY

A BEGINNER'S GUIDE TO **Volunteer Match**

Learning More and Signing Up for Volunteering

- After tapping '**Learn More**' you will be taken to this page.
- Read through what the company is about, the cause areas, date, time, and location of the volunteer opportunity.
- If you want to volunteer with them, tap '**I want to help!**'. You also have the option to add the opportunity to your favorites to easily pull it up in the future.

A BEGINNER'S GUIDE TO WHATSAPP



See all your
chats



Chat with
individuals
or groups of
people



Create
your own
profile

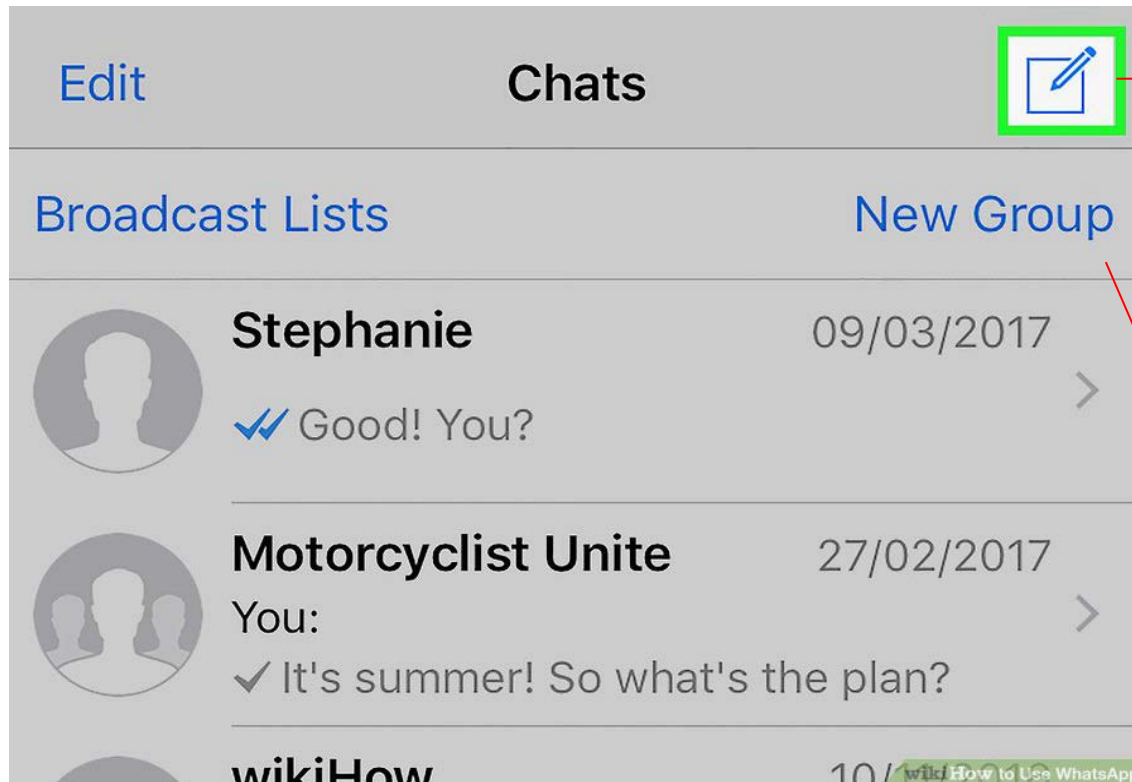
A BEGINNER'S GUIDE TO WHATSAPP

What is WhatsApp?

A free messenger app for smartphones. WhatsApp uses the internet to send messages, images, audio, and/or video. The service is similar to iMessage or text messaging without using your cell plan.

You can send messages, photos, videos, and voice chat for free, as long as you're connected to the internet. You can only chat to other people who have WhatsApp installed. You can chat with people all around the world.

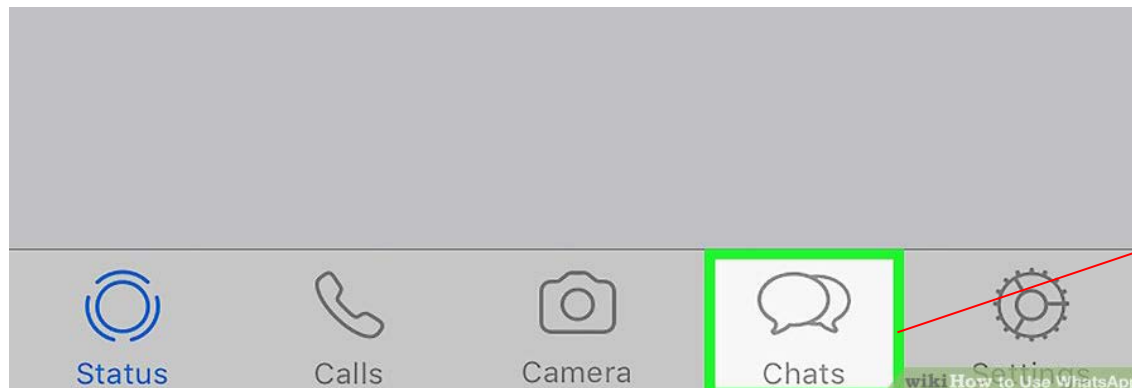
A BEGINNER'S GUIDE TO WHATSAPP



NEW MESSAGE:

- Tap 'New group' to add WhatsApp contacts to a group message.
- Tap a contact's name to open a new chat with them.

***Only contacts who have installed WhatsApp are listed in the contact list.**



'CHATS' TAB: Opens the 'Chats' page from which you can view and send chats.

A BEGINNER'S GUIDE TO WHATSAPP

Chat and the bottom navigation bar

- The bottom bar of the app shows what the app can do: make phone **calls**, take **pictures**, and **chat**
- Click on the CHAT bubble to start a new chat, and enter the names of people you want to chat with. You can chat with individuals or with more than one person.
- If you are chatting in a group, you can name the group, such as “Motorcyclists Unite”
- You can also make phone calls by clicking on the CALLS icon.

A BEGINNER'S GUIDE TO WHATSAPP

**TYPE YOUR MESSAGE
INTO THE TEXT FIELD**

TAP SEND

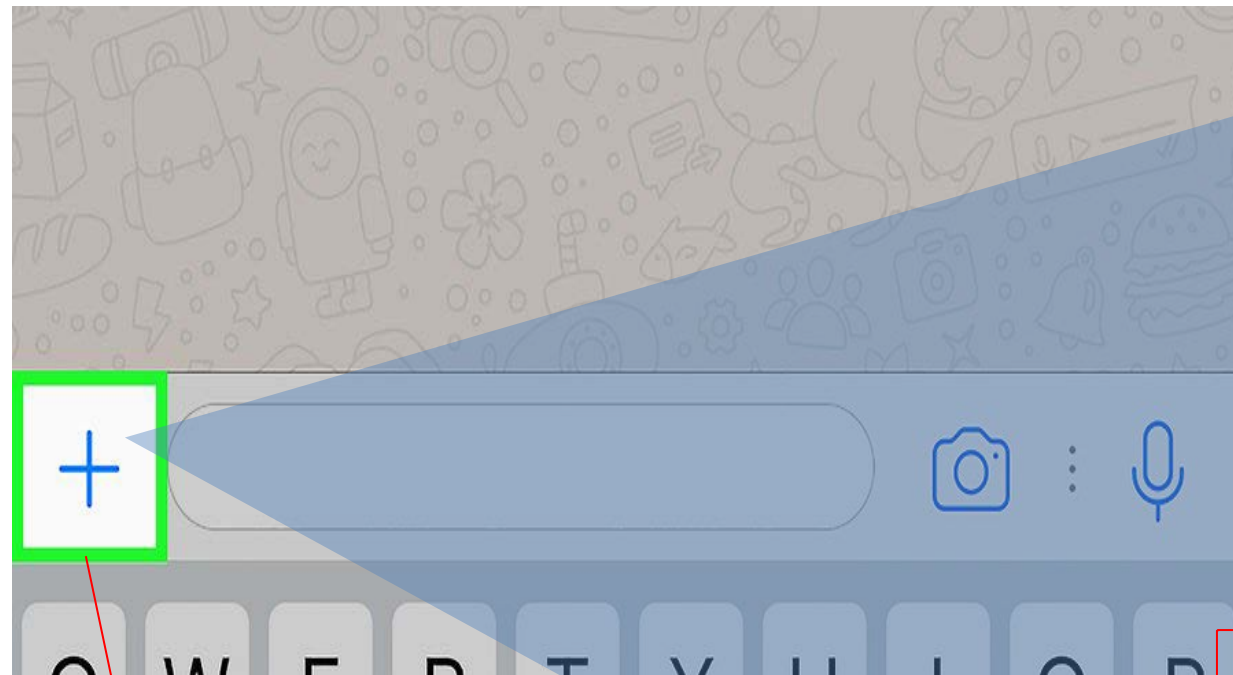


A BEGINNER'S GUIDE TO WHATSAPP

Messaging

- This works just like a text message
- Type in your message and then press the blue circle with the paper airplane to send

A BEGINNER'S GUIDE TO WHATSAPP



ATTACHMENTS

**Select what
you want to
attach**



A BEGINNER'S GUIDE TO WHATSAPP

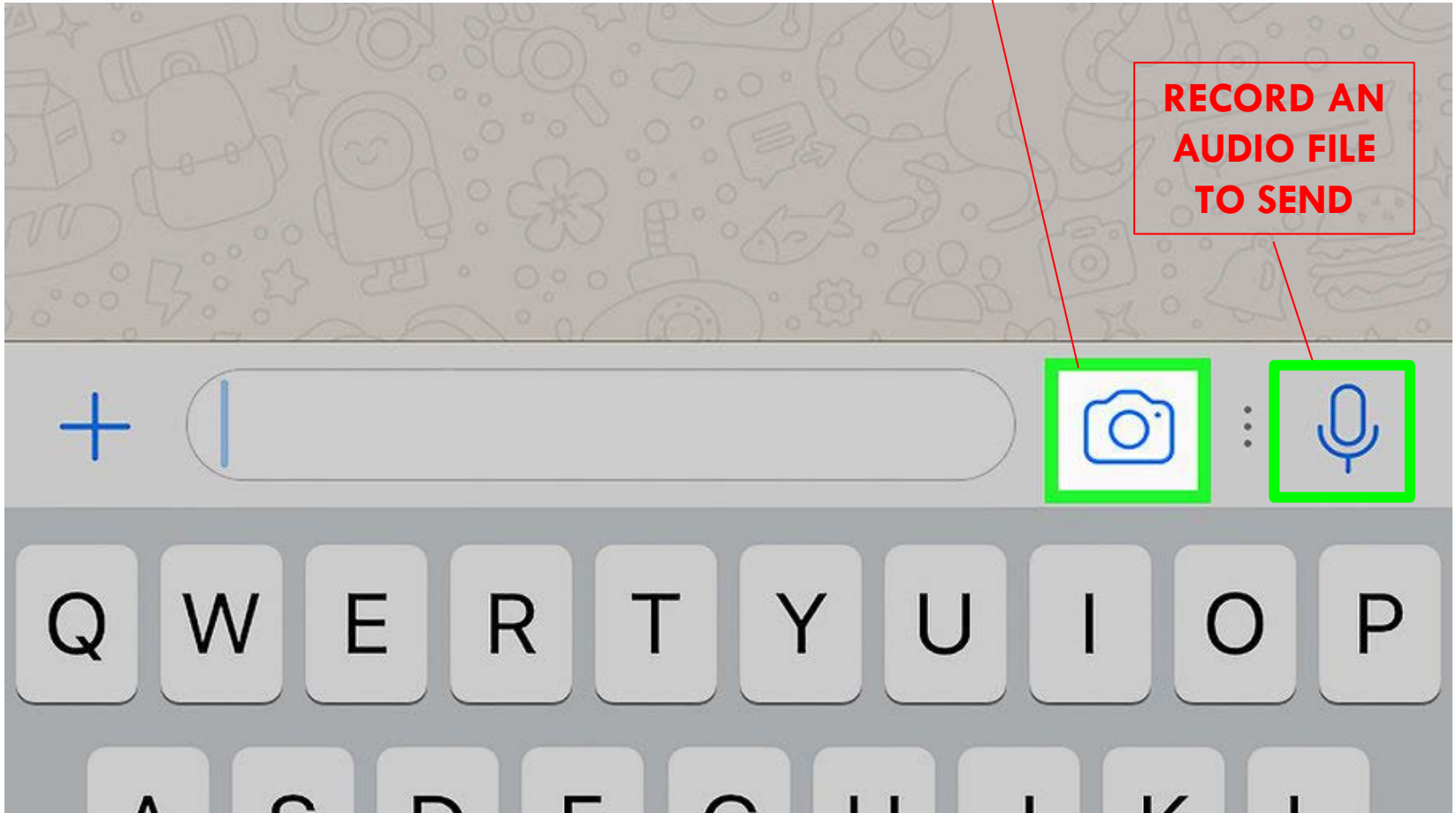
Attachments

- You can send attachments by clicking on the + sign to the left of your typing box.
- Take and send a photo tapping the '**Camera**' or select a photo from your library by tapping '**Photo & Video Library.**'
- Tap '**Location**' to send a map of your location, if you want to show someone where you are on a map.
- Tap '**Contact**' to send another contact's information.

A BEGINNER'S GUIDE TO WHATSAPP

TAKE A PICTURE AND SEND

**RECORD AN
AUDIO FILE
TO SEND**

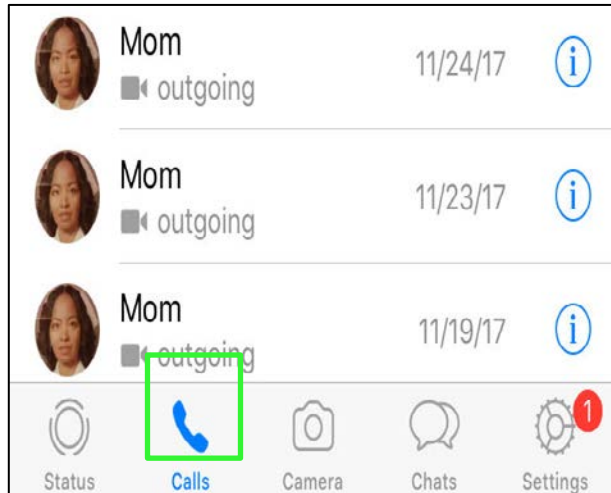


A BEGINNER'S GUIDE TO WHATSAPP

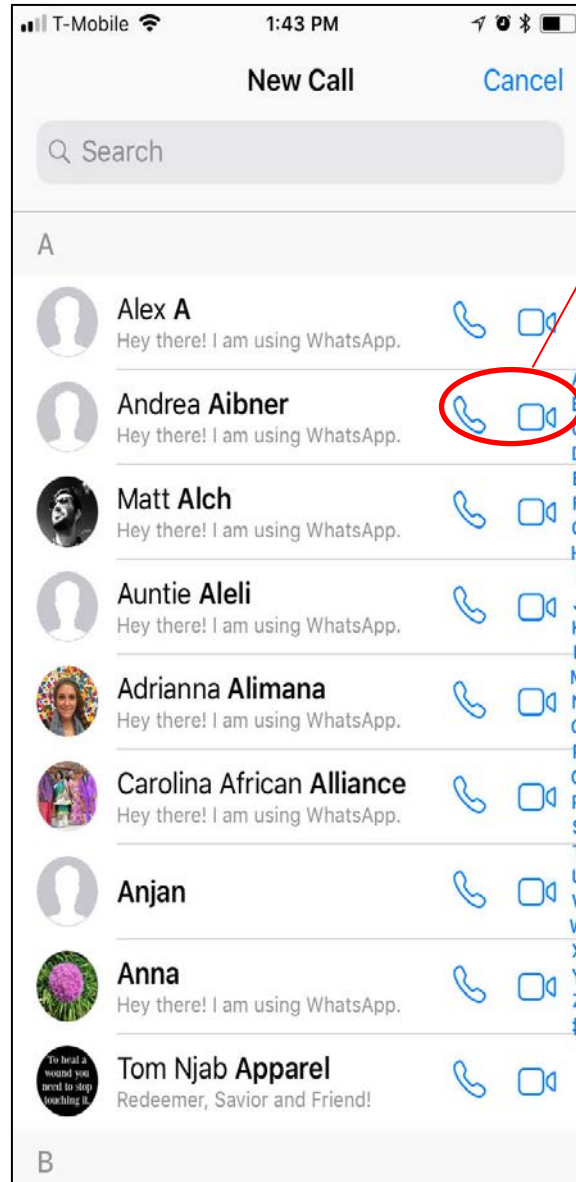
Photos and audio

- You can send a picture of yourself or anything else by clicking on the camera button.
- It will then open up the camera on your phone.
- You can record your voice and send it by clicking on the microphone icon.
 - This is useful if you don't want to type.

A BEGINNER'S GUIDE TO WHATSAPP



'CALLS' TAB: Opens the 'CALLS' page from which you can see your contacts and call or video chat with them



NEW CALL

- Select the phone icon or the video icon to have a voice or video call

***Only contacts who have installed WhatsApp are listed in the contact list.**



A BEGINNER'S GUIDE TO WHATSAPP

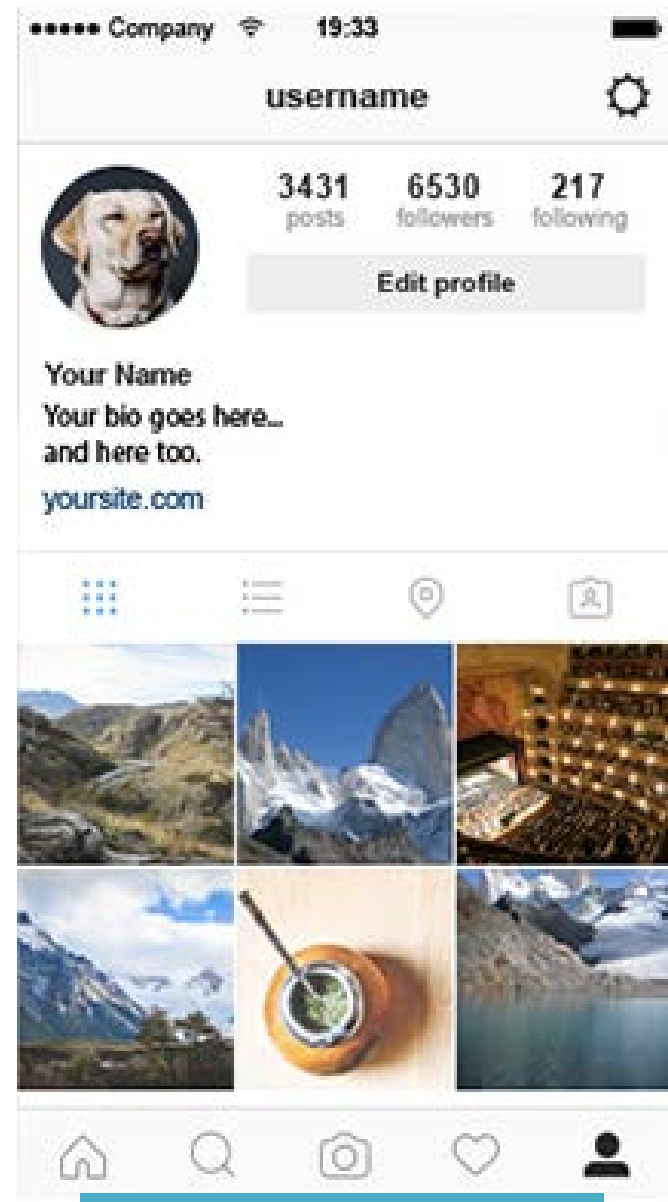
Calls

- On the same bottom bar where you found **CHAT**, you can also find **CALLS**
- When you click on the icon, you can see your contacts, and select to voice call them or video call them

A BEGINNER'S GUIDE TO INSTAGRAM



Feed



Profile

A BEGINNER'S GUIDE TO INSTAGRAM

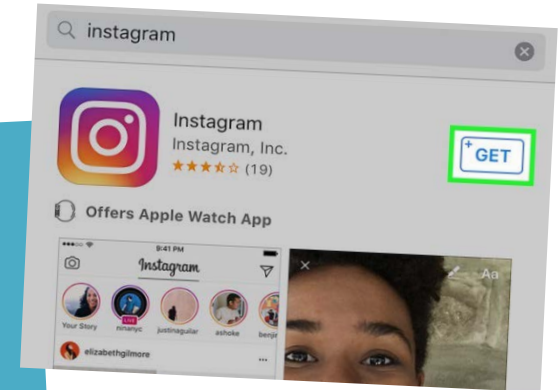
What is Instagram?

A free photo and video sharing app. People can upload photos or videos and share them with their followers or a select group of friends. They can also view, comment, and like posts shared by their friends on Instagram. It is an online photo album

How to Access Instagram

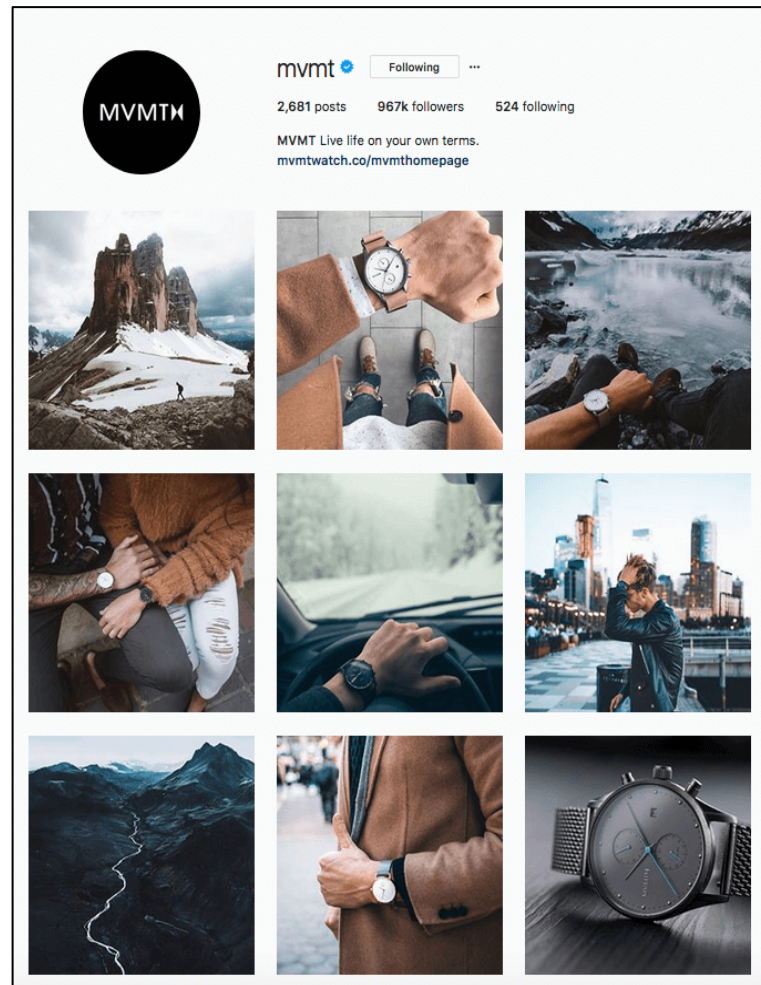
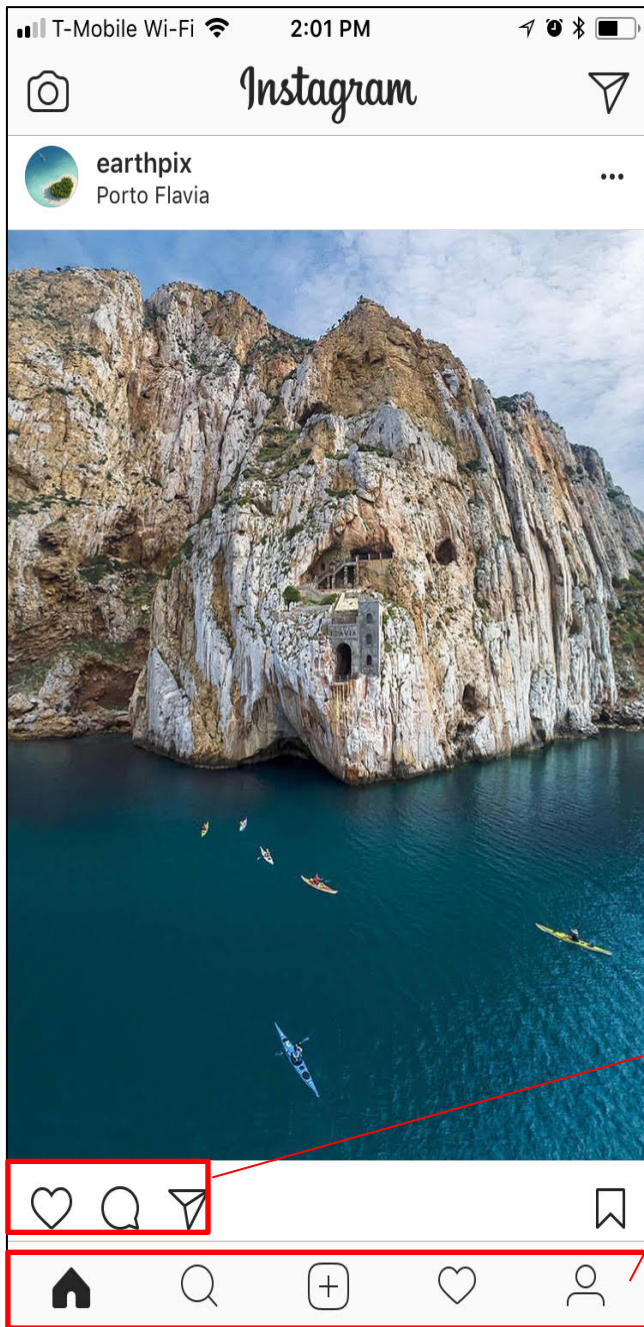
Download the 'Instagram' app
or visit

www.instagram.com



How to Use Instagram

- Follow your friends, co-workers, and favorite celebrities.
- Share photos and videos with your followers. You can even edit to add filters and borders.
- Add captions, location, hashtags, and tag others on photos you share.
- Double-tap a post to 'like' or comment on others' photos and videos.



INTERACT ON POSTS: Tap the heart to 'like', the callout box to comment, and the arrow to send directly to another user.

NAVIGATION PANE: Tap the home to see your feed, search other accounts, add photos/videos, see your notifications, and profile.

A BEGINNER'S GUIDE TO INSTAGRAM

Instagram Feed

The Instagram Feed is a continuous stream of photos and videos posted by you and people you follow. You can:

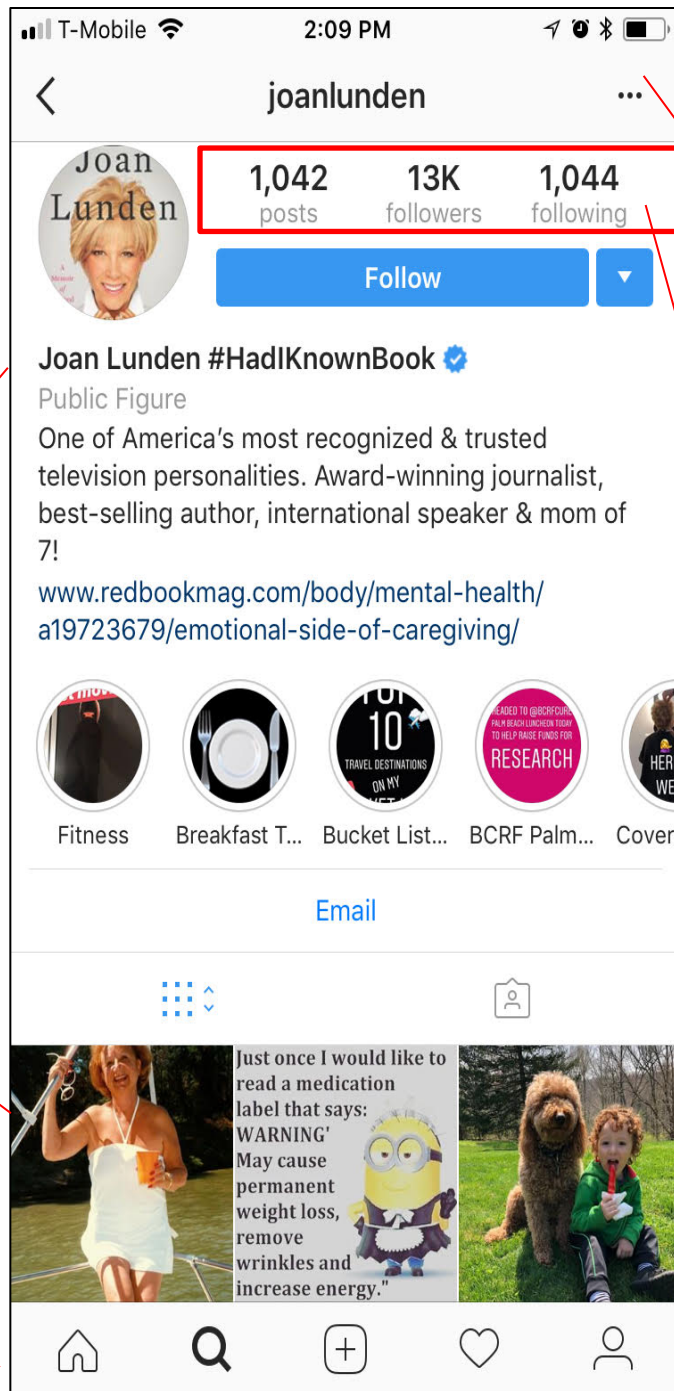
- Show people that you like the post. Tap any post to 'like' or add a comment. Tap the arrow button to share the post with someone directly via private message.
- Use the search button to find or add more accounts to follow.
- Post a photo or video and apply filters or other edits. Multiple photos can be shared in one post, or in a collage.
- Click on someone's profile to see all their photos (The example is of the brand MVMT watches. Their profile consists of pictures of their watches. You can also follow brands that you like to see new products)

**CLICK SOMEONE'S
PROFILE TO SEE
THEIR PAGE**

BIO

**PHOTOS AND
VIDEOS SHARED**

NAVIGATION PANE



**ACCOUNT SETTINGS:
Adjust account
information and
privacy and security
settings.**


**# OF POSTS,
FOLLOWERS, AND
ACCOUNTS YOU ARE
FOLLOWING**

Instagram Profile

- Shows your bio and Instagram posts.
- You can also edit your profile information and adjust Account Settings.
- You can see all the photos you have posted

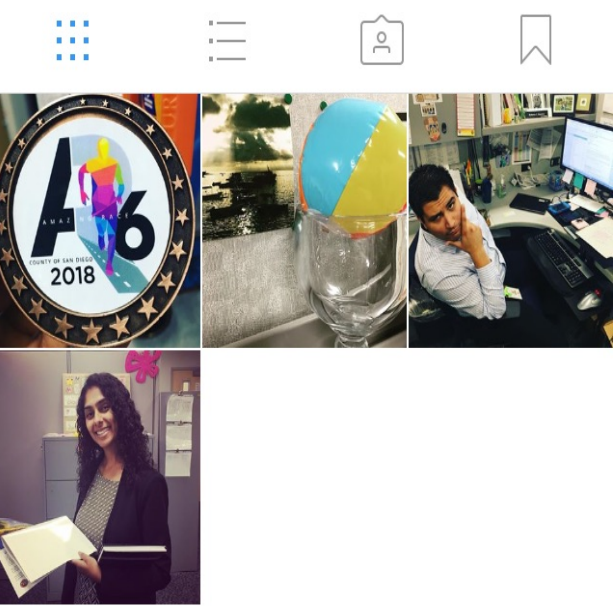
Add Photo/Video

Upload or take a new photo by tapping  in the navigation pane.

- To upload an existing photo or video, tap 'Library' and select the photo you'd like to share.
- To take a new photo, tap 'Photo' and then . You can tap the arrow circles to switch between front and rear-facing cameras and the lightning bolt to adjust flash.
- Once the photo is uploaded, add effects, filters, a caption, your location, and hashtags before posting.
- You can also post videos.

4 posts 1 follower 0 following

Edit Profile



1 To add new photo

Cancel All Photos Next

SELECT MULTIPLE

2 Select photo from your library or take a photo

Library Photo Video

Next

Gingham Moon Lark Reyes

3 Choose a filter

Filter Edit

New Post

Share



Write a caption...

Tag People

Add Location

Carlsbad, California

Carlsbad Lagoon

Carlsbad

Facebook

Jenn Navala



Twitter



Tumblr



Advanced Settings

4

Write a caption, tag people in the photo, add your location, or share on other social media

T-Mobile Wi-Fi 2:40 PM

Photo



5

SHARE your picture and your friends can see, like, and comment!



Liked by setoome and lizzylamp

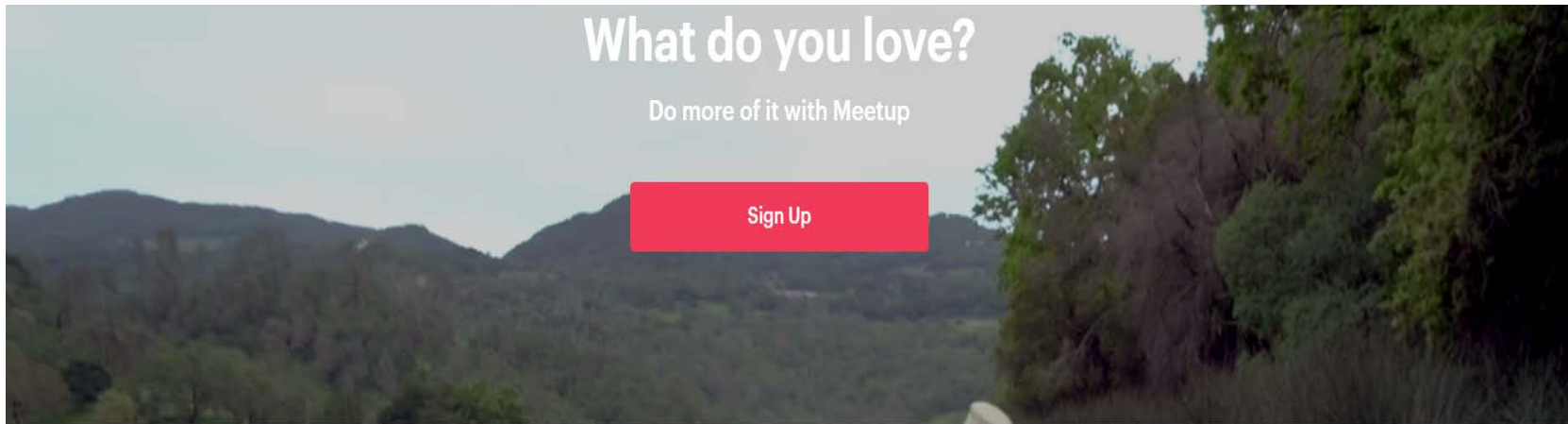
jenni_eatsdennys Dog life #goldenretrieverlove

3 MINUTES AGO



A BEGINNER'S GUIDE TO Meetup

MEETUP: BRINGS PEOPLE WITH SIMILAR INTERESTS TOGETHER.



Join a movement

Learn to cook

Train for a marathon

Build a mobile app

Hike a mountain

Practice a language

Popular Meetups nearby

[See all](#)



Saturday, June 16, 6:45 AM

SD RUN CLUB - LONG RUN



Saturday, June 16, 10:00 AM

SD Chinese Historical



Saturday, June 16, 2:00 PM

Saturday Soccer



A BEGINNER'S GUIDE TO Meetup

WHAT IS THE APP:

Meet Up

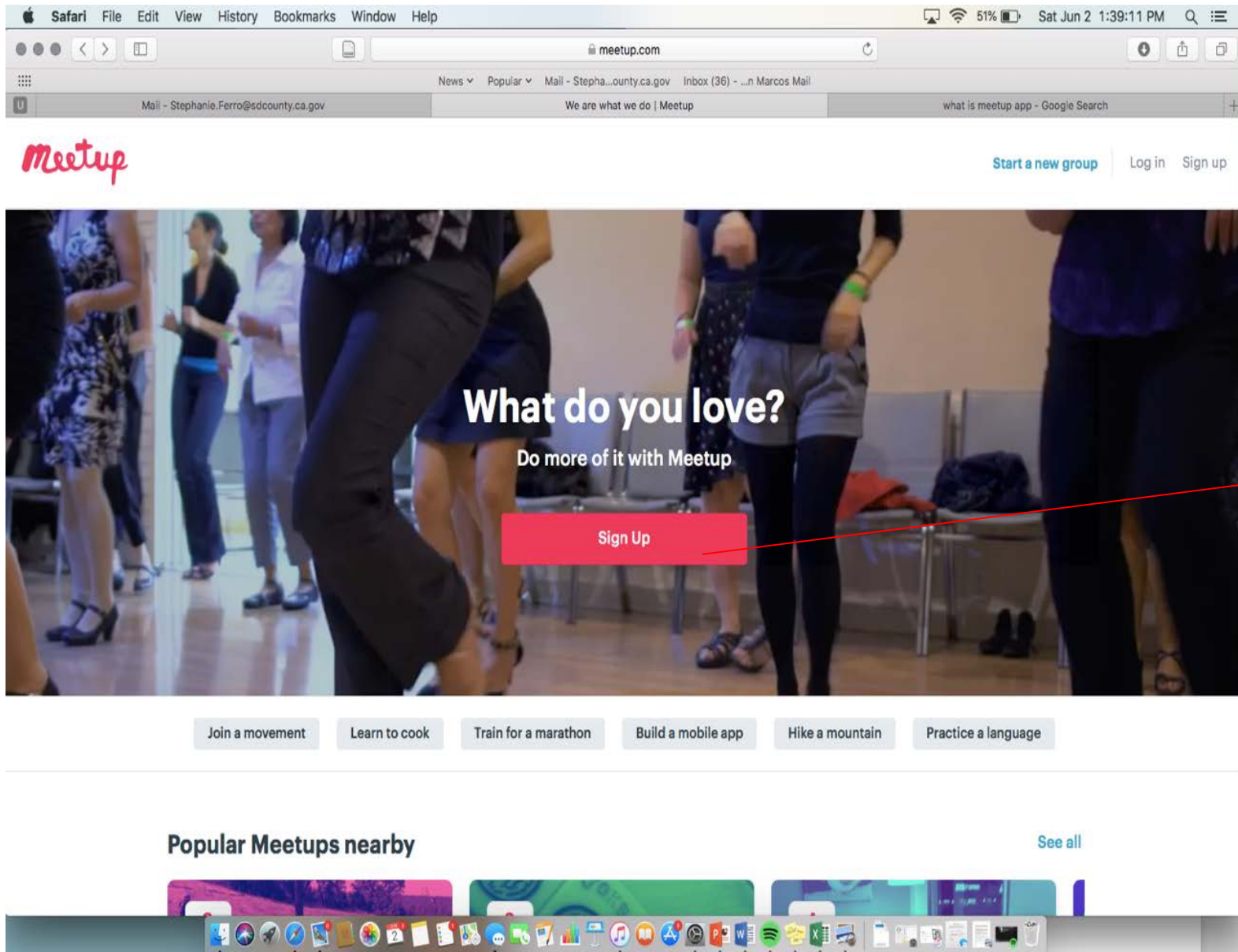
HOW IS IT USEFUL TO YOU:

Meet Up brings people together who have similar interests. You can meet up with groups of people who are interested in the same activities, such as knitting, running, golf, chess, food, etc. This is a great way to do activities you enjoy with a group and make new friends.

HOW TO USE IT

1. To be a part of a group, you will need to create an account.
2. However, you do not need an account to browse the meet up groups near you.
3. You can also explore by category (sports and fitness, learning, photography, food and drink, etc).

CREATE AN ACCOUNT: Create an account to search and join groups.



**TAP THIS
ICON TO
CREATE
AN
ACCOUNT**

A BEGINNER'S GUIDE TO Meetup

Sign Up

- To use Meetup you need to have an account. Tap '**Sign Up**' on the home page to create your account.
- You will have the option to sign up using your Facebook account, Google account, or sign up with your email.
- If you sign up with your email address you will be prompted to enter your name, email address and password. You also have the option to change your location (City and State).
- Once you submit your information you will receive a confirmation email. Click on the link provided in the email to activate your account.

POPULAR MEETUP GROUPS: Search popular Meetup groups in your area.

Safari File Edit View History Bookmarks Window Help

meetup.com

News Popular Mail - Stephe...ounty.ca.gov Inbox (36) - ...n Marcos Mail


Mail - Stephanie.Ferro@sdcounty.ca.gov We are what we do | Meetup what is meetup app - Google Search

Join a movement Learn to cook Train for a marathon Build a mobile app Hike a mountain Practice a language

Popular Meetups nearby

[See all](#)

3 JUN




Sunday, June 03, 7:00 AM

Hunt of the North

Hosted by David M.
From SAN DIEGO MOUNTAIN B...

3 JUN




Sunday, June 03, 11:00 AM

First Sunday Mahj & Lunch - EXPERIENCED PLAYERS...

Hosted by KC Gray S.
From San Diego Mah Jongg Me...

4 JUN



Monday, June 04, 7:00 PM

Pros and cons of a universal basic income.

Hosted by DavidG
From Civilized Conversation of ...

Explore by category

Page 3 of 3 95 words

96%

TAP TO SEE
A LIST OF
POPULAR
MEETUP
GROUPS
NEARBY

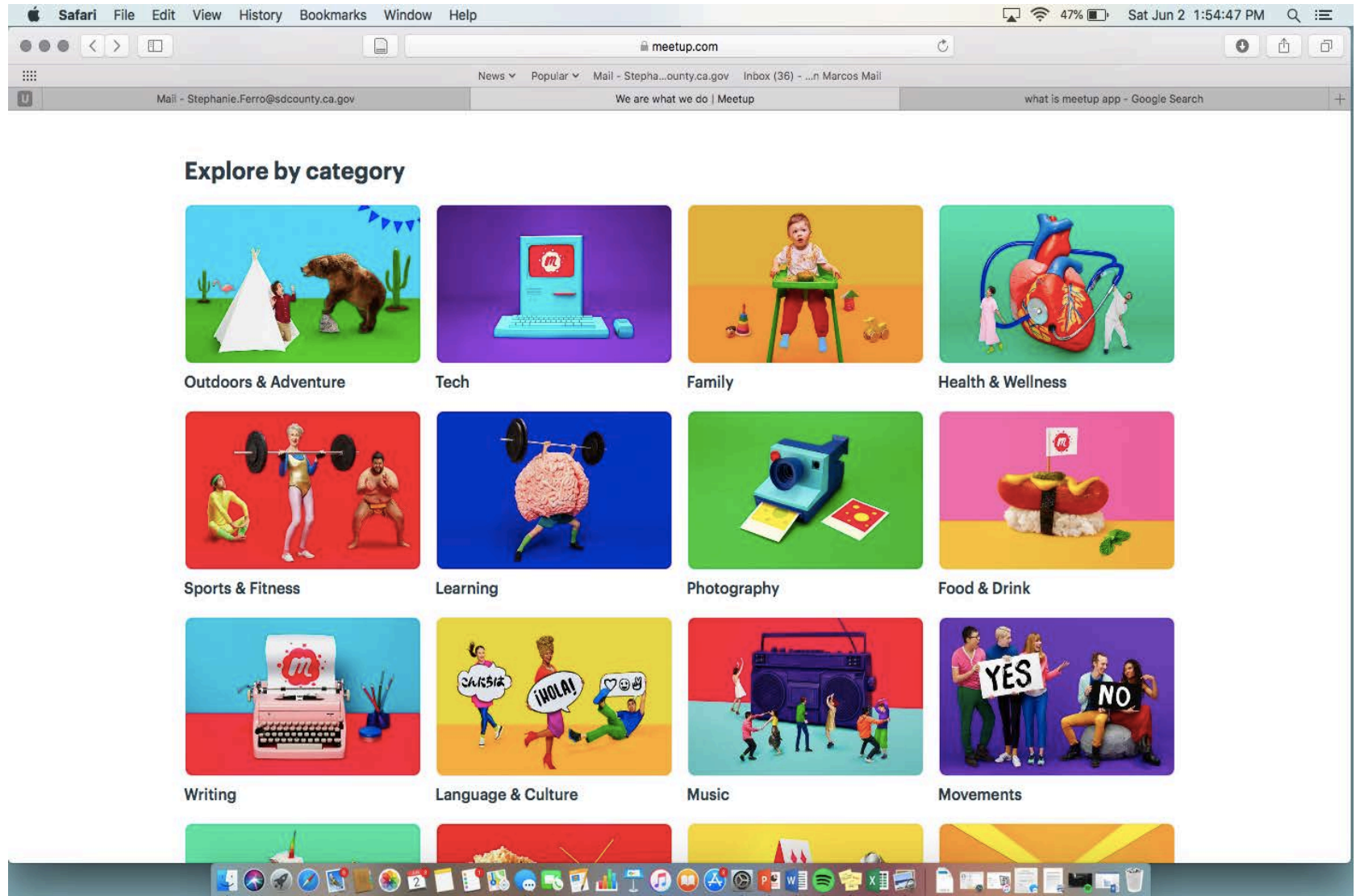
A BEGINNER'S GUIDE TO Meetup

Search Meetup Groups by Popularity

- Find popular meet up groups near you by tapping 'See all' in the Popular Meetups Nearby section.
- A page listing groups, the meet up date, and time will populate. Browse through this section to find meet up groups that fit your schedule and interests!
- You will have the option to notify others you will be attending by tapping the check mark next to 'Going' on the lower right corner of the group. You can also add the event to your calendar.

MEETUP GROUP CATEGORIES: Search Meetup groups by your category of choice in your area.

BROWSE BY CATEGORY

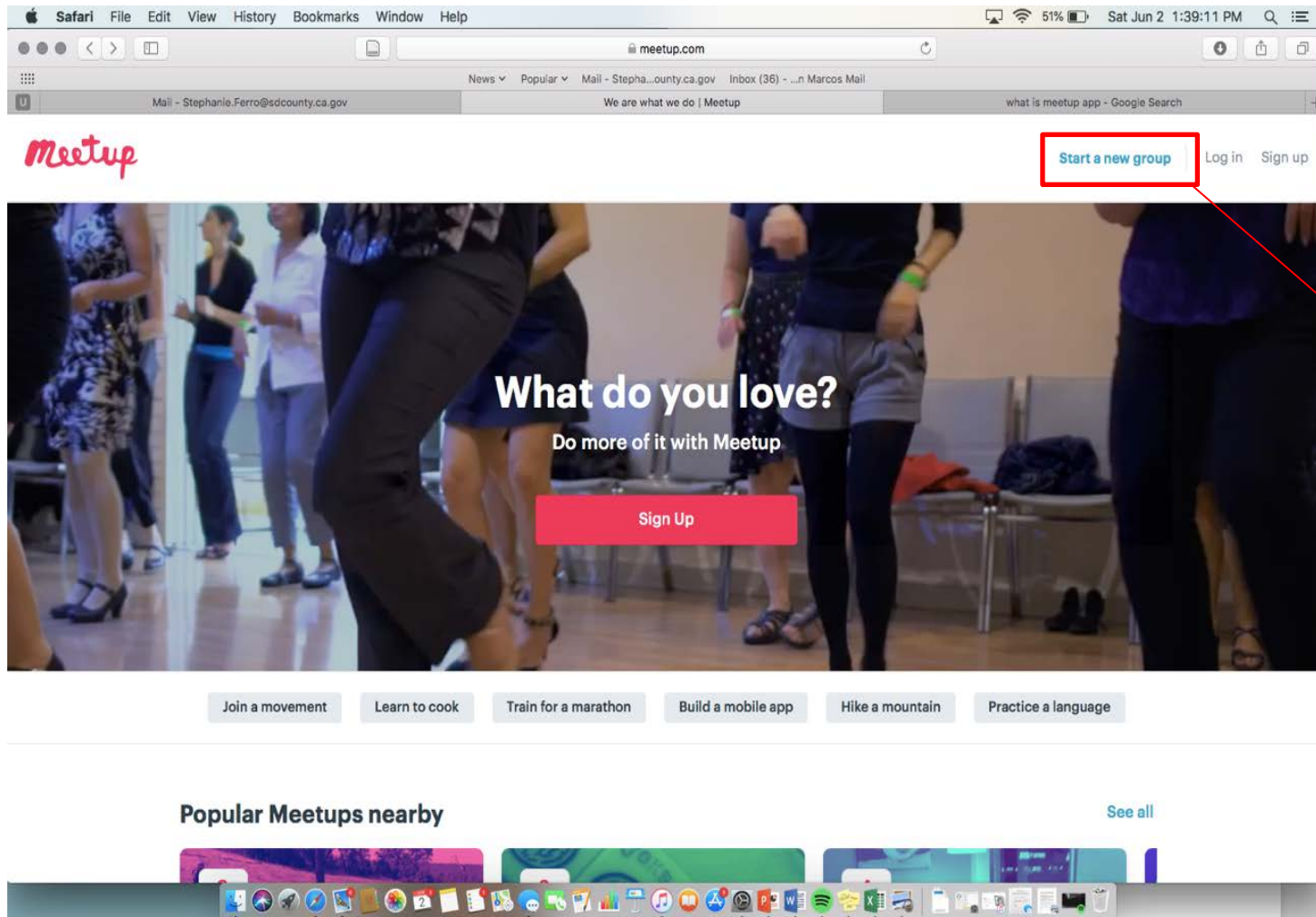


A BEGINNER'S GUIDE TO Meetup

Search Meetup Groups by Category

- Search Meetup groups by categories such as, Outdoors & Adventure, Tech, Family, Health & Wellness, and a variety of others.
- Tap on one to explore meet up groups that match the category you are interested in.
- When you find a group you want to join, tap the plus sign located in the upper right corner of it's box.
- You can then check [meetup.com](https://www.meetup.com) to see upcoming events and activities.
- You will also receive emails alerting you of upcoming events and activities.

START A NEW GROUP: If you don't see a group you want to join, you can make your own.



**TAP TO
CREATE
A NEW
GROUP**

A BEGINNER'S GUIDE TO Meetup

Start a New Group

- Don't see a meet up group you are interested in? No problem, create a new one!
- Tap the '**Start a New Group**' button at the top of the homepage.
- Enter the hometown (City and State), the topic of the group, it's name, who should join and what the group will do. Make sure your group aligns with Meetup's community guidelines then press 'Agree & Continue' to finalize your meetup group.