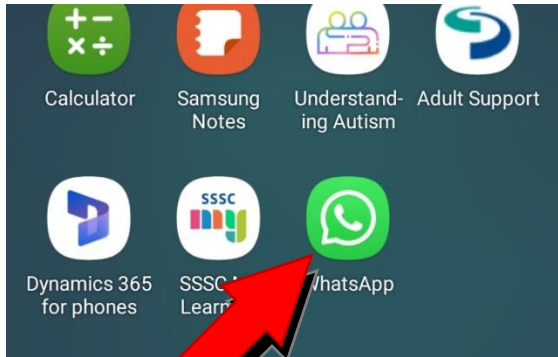
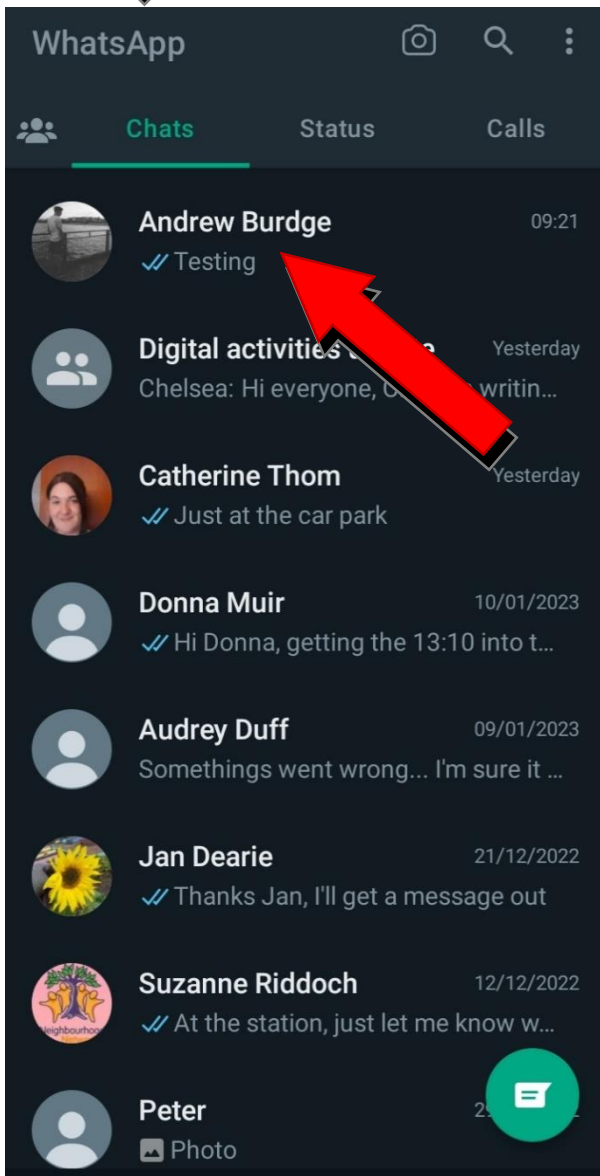


Sending a Voice Message on WhatsApp

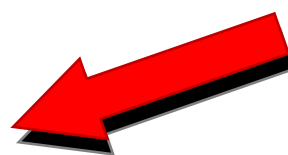


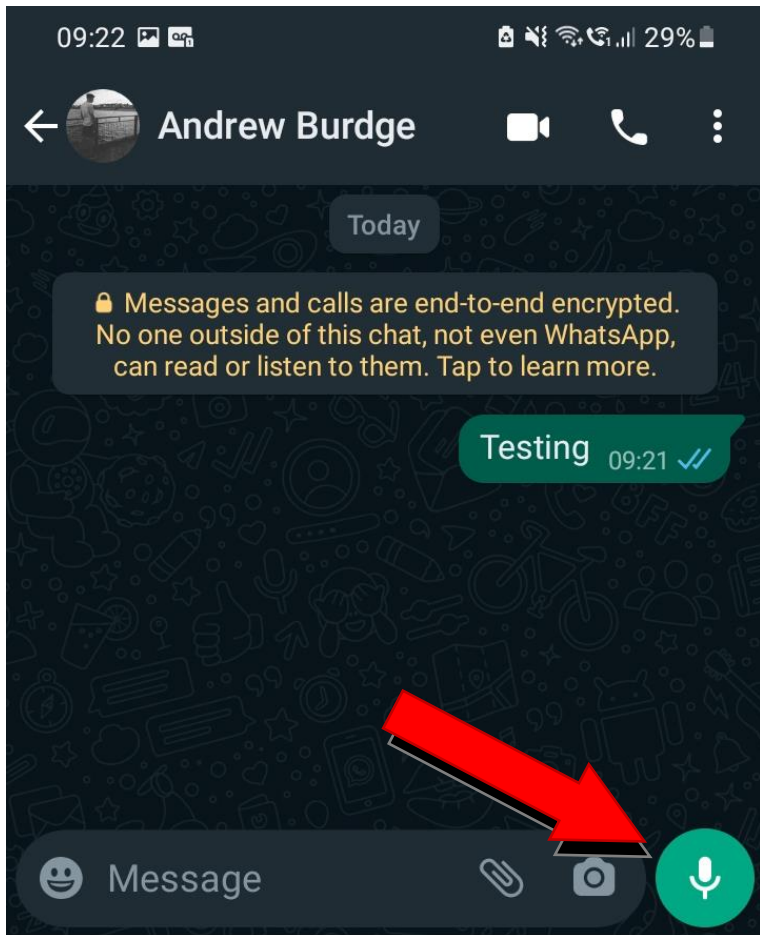
Start by finding and tapping on the **green WhatsApp icon** to open the app.



When you see your recent chats, **tap** on the contact name that you wish to send the message to.

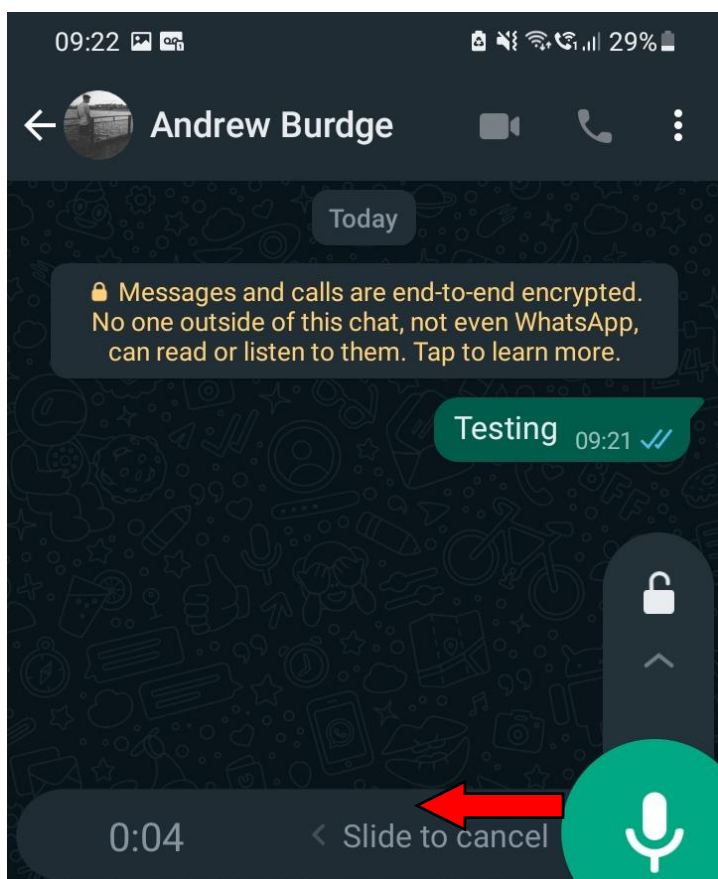
Alternatively, if the person you wish to contact is **not a recent contact**, you can tap green icon in the bottom right to start a new chat.





You will then see a screen like this one shown, with recent messages.

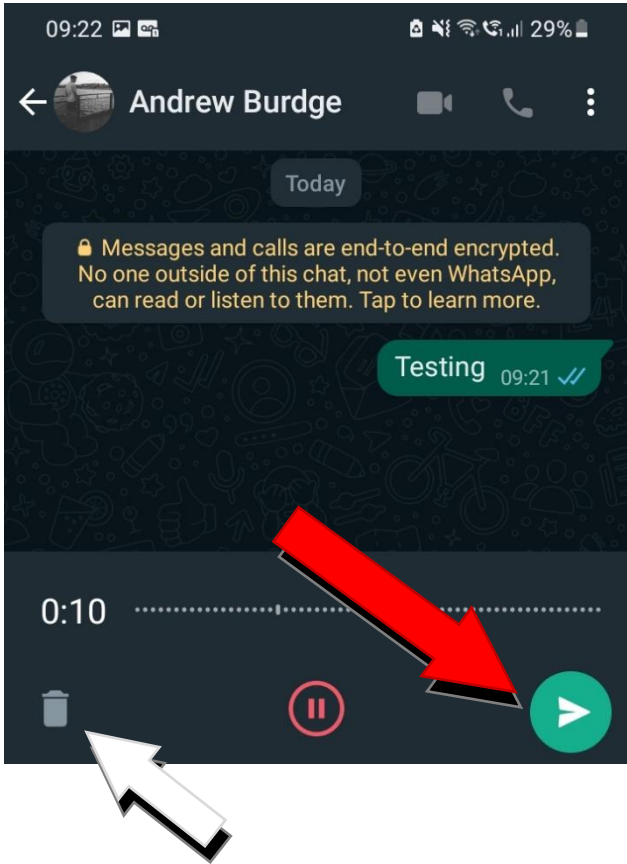
To send your voice message, locate the **green microphone icon**, located in the **bottom left** of the screen.



Tap and hold on the icon to open your microphone. You can now **speak your message**.

Let go of the icon to **send your message**.

Or move the icon to the left of the screen to **cancel your message**.

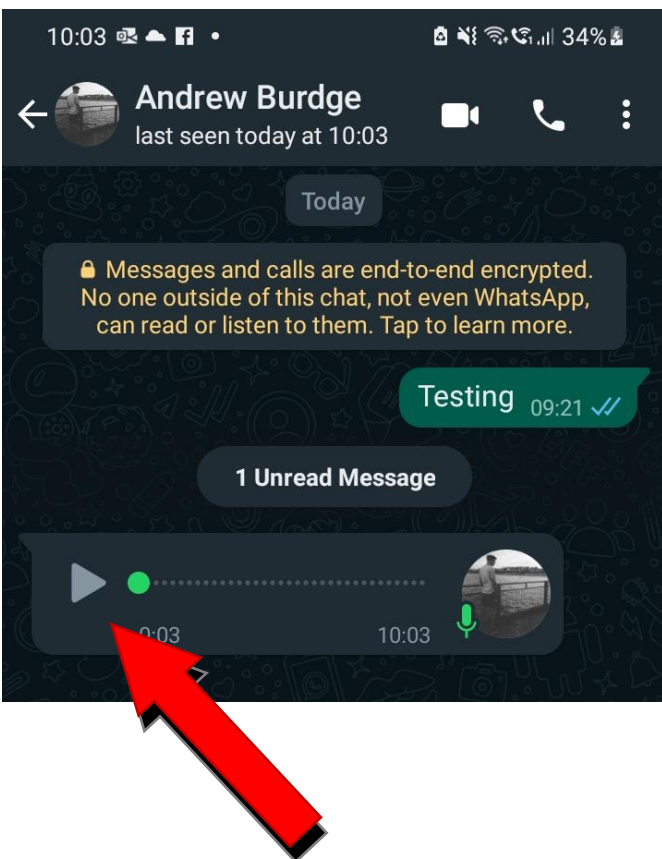


Alternatively, you can move the microphone icon **up** to **lock it in place** and record your message without having to hold it.

This is more useful for longer messages.

To send a message this way, tap the **green arrow icon** when you are finished.

To cancel the message, tap the grey bin icon on the left of the screen.



To listen to a message you have received, tap the **play button (grey triangle)** on the message you wish to hear.