

Module 3: Make calls and send messages



Make a phone call

- To make a phone call:
 - Open the Phone app.
 - Tap the keypad to type a number, or choose someone from your Contacts.
 - Press the green phone icon to start the call.
 - Tap the red button to hang up.



Send a text message

- **To send a text message:**
 - Open the Messages app.
 - Tap 'Start chat' or the + or New Message icons.
 - Choose a contact or type in a phone number.
 - Write your message using the keyboard.
 - Tap Send (paper plane or arrow icon).
 - To reply, tap the message and type your response.
- **Want to make your messages more fun or personal?** You can also:
 - **Send an emoji** – Tap the smiley face icon on your keyboard and choose a face or symbol.
 - **Send a photo or video** – Tap the paperclip or camera icon and choose from your gallery or take a new one.
 - **Send a voice message** – Tap the microphone/soundwave icon, speak, and tap Send (available in many apps and newer phones).



Add and manage contacts

- Save new phone numbers in your Contacts app.
- You can also edit or delete old contacts.
- Add favourites for people you call often:
 - iPhone: Open the Phone app > tap Favourites > tap + to add someone from your contacts.
 - Android: Open the Contacts app > tap a contact > tap the star icon to favourite.



Notifications

- Your phone shows alerts when you miss a call or receive a message.
- Swipe down from the top of your screen to view and clear notifications.
- Look for red dots or message icons as reminders.



Messaging apps

- Apps like WhatsApp and Messenger let you message and call using Wi-Fi or mobile data (not phone credit), which make them particularly useful in contacting people internationally.
- These are free to download from the App Store (Apple) or Play Store (Android).
- iMessage is built into iPhones — it doesn't need to be downloaded, just turned on in Settings. It only works with other Apple devices.
- You can also start group chats to stay in touch with family, friends or clubs.



User guides

Scan the QR codes (with your camera) or select the links.

iPhone



Android

