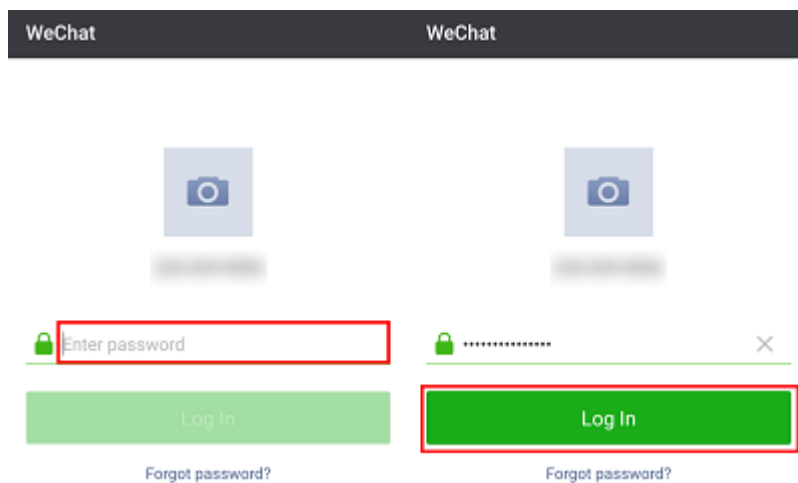# How to use WeChat

To sign in to your WeChat account:

1. Using your mobile device, tap the **WeChat** icon on your home screen to launch the app.
2. On the first screen, tap **Log In**.
3. Tap the box labelled "Enter Password," as your mobile number will already be at the top of the screen.
4. Using your on-screen keyboard, type your password.
5. Tap **Log In**.

When using WeChat, there is a main menu that always runs along the bottom of your screen. Your tap-able options are **Chats**, **Contacts**, **Discover**, and **Me**. Use these functions to navigate through WeChat as you follow our tutorial.
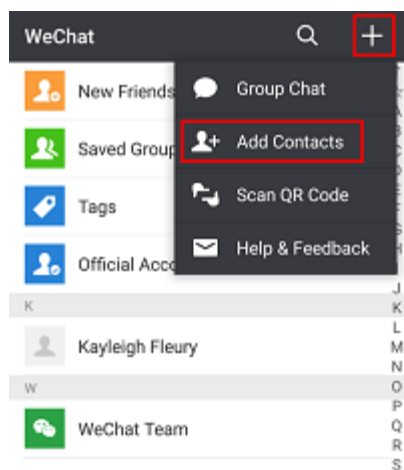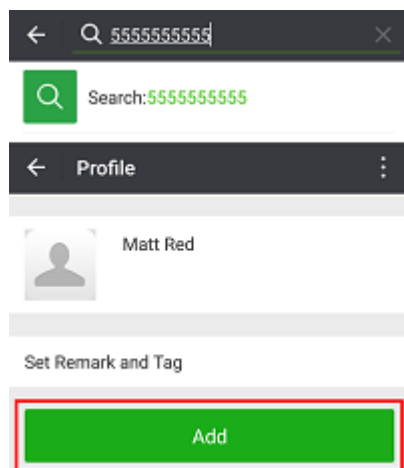
Add Contacts

Adding contacts is the first step to using WeChat as your go-to messenger. When you sign up for WeChat, the app will ask if you want to import the contacts from your mobile device. If you want to give the app permission to do this, tap **Allow**. However, you can also manually add contacts in a variety of ways.

Add a contact by WeChat ID or phone number

From the main screen, tap the **Contacts** menu. In the top right corner of the screen, tap the **+** symbol, and select **Add Contacts** from the drop-down menu.
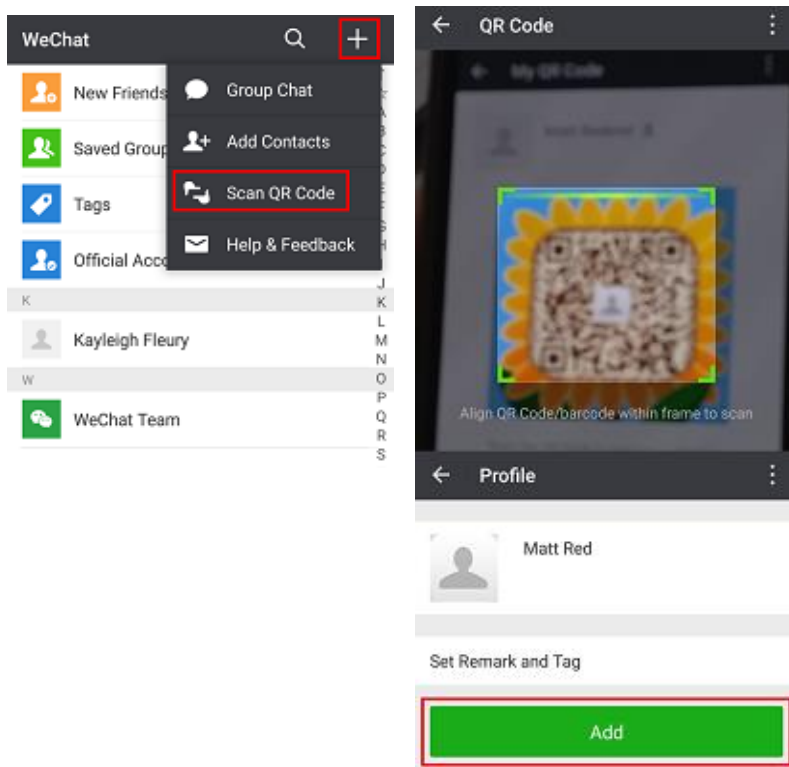

Tap the box at the top labelled "WeChat ID/Phone" and use your keyboard to type a person's mobile phone number or their unique WeChat ID number, if you know it.
Tap the box labelled "Search:" to see your results. Tap the person's name if there are multiple suggestions, and if not, simply tap the green **Add** button.
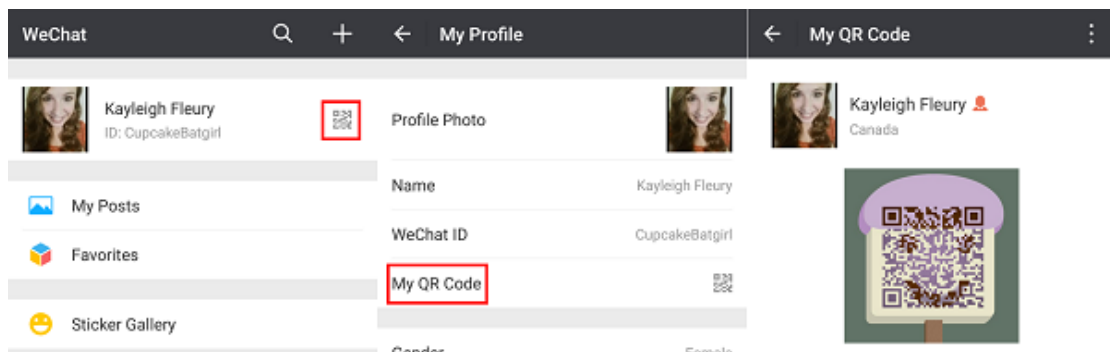
They will now be added to your contacts!

Scan a code

To scan a QR code, tap **Contacts** on the menu. Tap the + button in the top-right corner of the screen, and tap **Scan QR Code** from the drop-down menu.
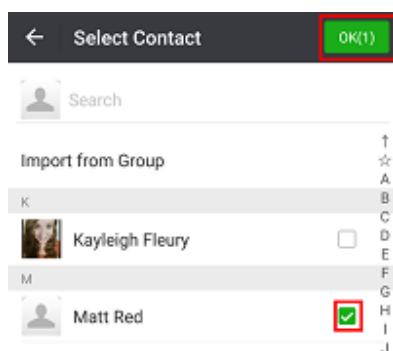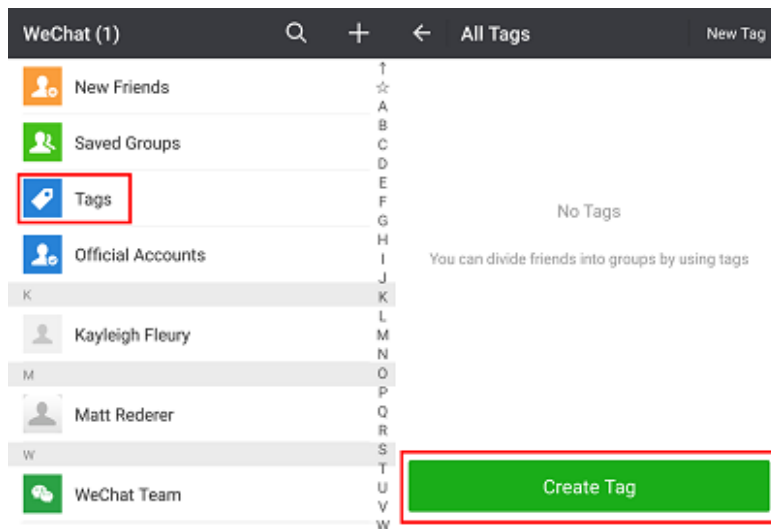

A window will appear on your screen with an image of a frame, and a green line will move slowly down the frame. Hold your camera up to the contact's QR code, and ensure the entire square of their code is visible in the frame. Your camera will adjust to put their code in focus, and then show you their name on another screen when WeChat identifies them. Tap their name, and then tap **Add** to add them to your contacts.
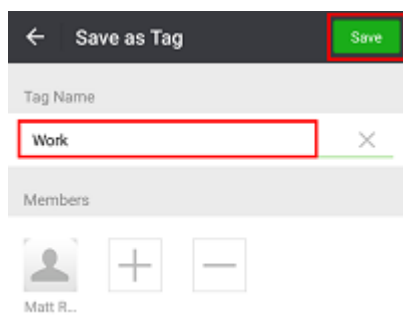

Alternatively, you can also complete this process by tapping **Discover** on the menu, and then tapping **Scan QR Code**. To make your QR code appear to other users so they can add you, tap **Me**, and tap the small **QR** icon beside your name. If you can't find it, tap your **name**, and then tap **My QR Code**.

Add tags to contacts

Once you've added some contacts to your WeChat, you may need to consider sorting and organizing them. One way to do this is by adding tags to their name. In the **Contacts** menu, tap the **Tags** box. Then tap **Create Tag** to start a new tag.

Tap the **check box** beside the contact's name who you would like to tag. You may also tap multiple names to apply to tag to multiple contacts. When you're finished selecting, tap **OK()** in the top-right, which will display the number of contacts you have selected within the parenthesis.
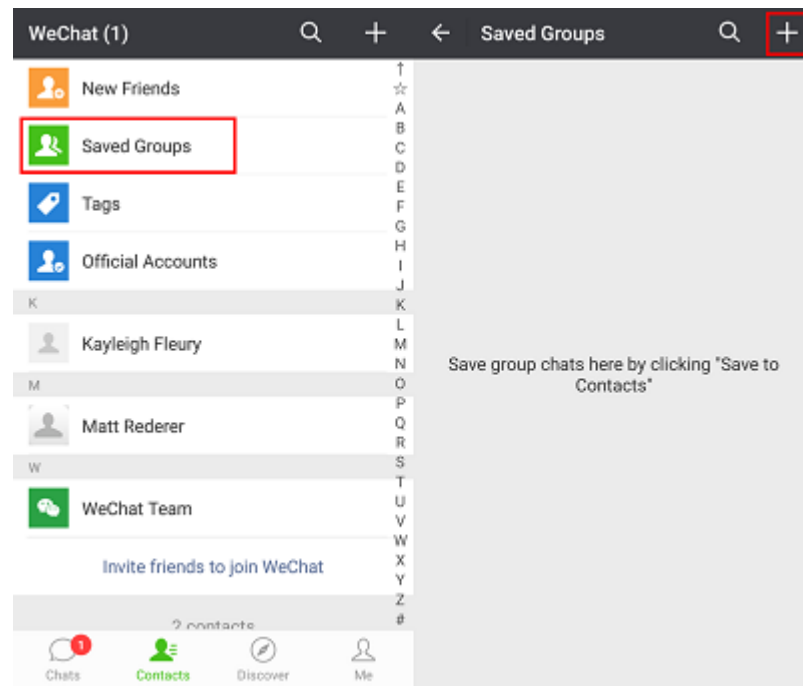

In the box labelled "Such as Family and Friends," type the name of the tag. When you're finished, tap **Save**.

Once you're started creating tags, if you tap **Tags** from the **Contacts** screen, you can see all of the tags you have. Tap on any one to see your contacts in that group, and if you want, you can delete a tag by tapping **Delete Tag** on the tag's screen. If you want to create a new tag, tap **New Tag** in the top-right of the screen.
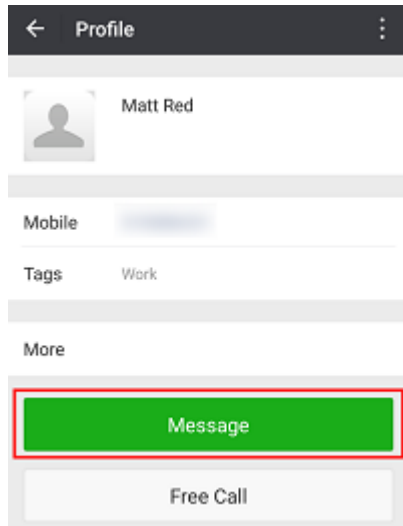
Create contact groups

To create a group chat, tap **Saved Groups** on the **Contacts** menu page. Tap the **+** symbol in the top-right corner, and choose the contacts you want to add to the group. From there, you can message the contacts all simultaneously.
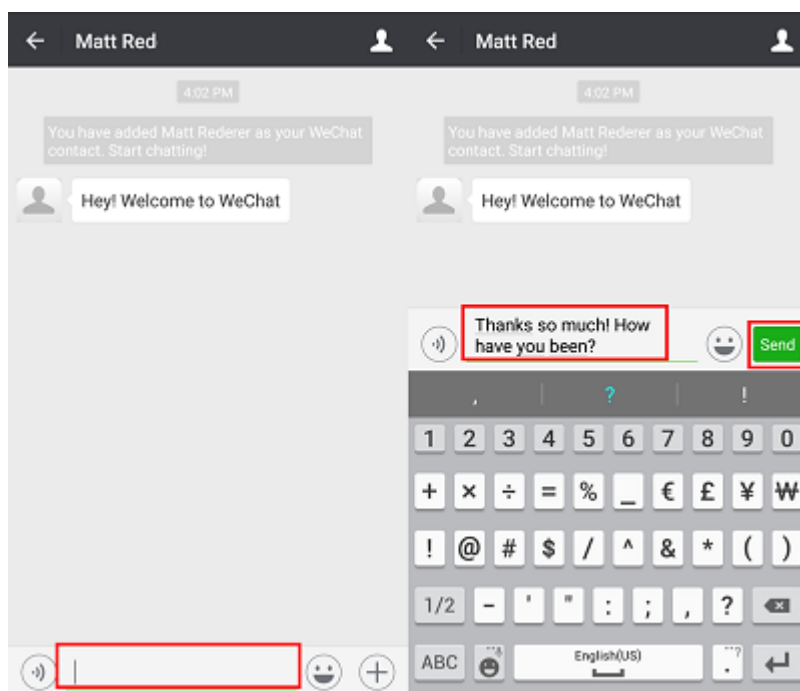
To instant message a contact:

Sending instant messages is one of the most popular ways people utilize WeChat. It sends messages to people's WeChat profiles, or mobile phones as text messages if they don't. To get started, tap on any of your contacts, and tap **Message**.
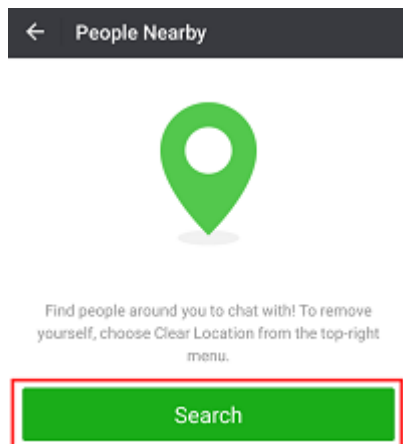

Sending instant messages is one of the most popular ways people utilize WeChat. It sends messages to people's WeChat profiles, or mobile phones as text messages if they don't. To get started, tap on any of your contacts, and tap **Message**.

If you've already started a conversation with them, or you want to find your previous conversations, tap the **Chats** menu, and then tap on the contact's name. A window will open with all of your previous conversations. From there, just tap the **blank line** at the bottom of the screen to open your on-screen keyboard, and then begin typing. When you're done, tap the green **Send** button.
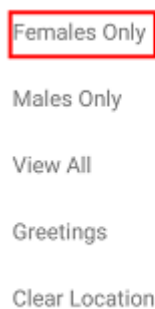
People Nearby

You can also send greetings to people nearby. Tap **Discover** on the menu, and then tap **People Nearby**. If your location services are enabled, you can find people close to you, and tap their name. Then tap **Send Greeting** to connect with them. From there, you will be able to add them to your contacts if they respond.
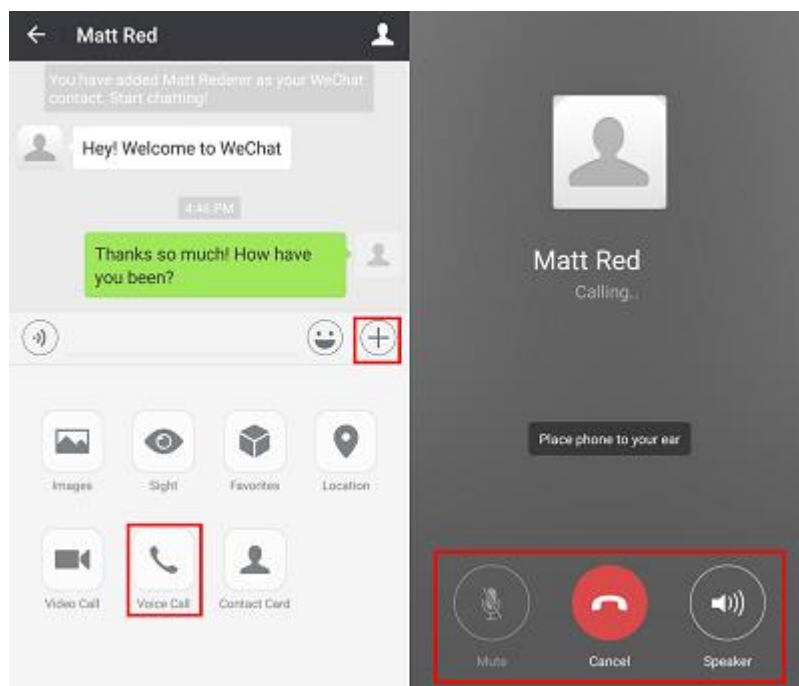

You can also choose to filter your results by tapping the **Additional Options** (three vertical dots) button in the top right corner, and then tapping on one of the options that appear. You can choose **Females Only** to display only females in your results, or **Males Only** to display only males. If you have selected one of these, tap **View All** to display all users. If you tap **Greetings**, you can see users who have sent you greetings, and tap on one to read and respond to it if you wish. Finally, you can tap **Clear Location** to remove your profile from this list.

Remember that when using People Nearby, your profile will be visible to others for up to thirty minutes after using it. Remember to tap **Clear Location** if you don't want to be visible, or simply turn off location services on your device.

To send a WeChat voice call:

1. Find a contact and tap on their name, either on the **Chats** or the **Contacts** menu.
2. Tap the **+** icon at the bottom-right of the screen.
3. Tap the **Voice Call** button.
4. Wait for your contact to answer.
5. Use the **Mute** button to mute your microphone, and use the **Speaker** button to put the call on speaker phone.
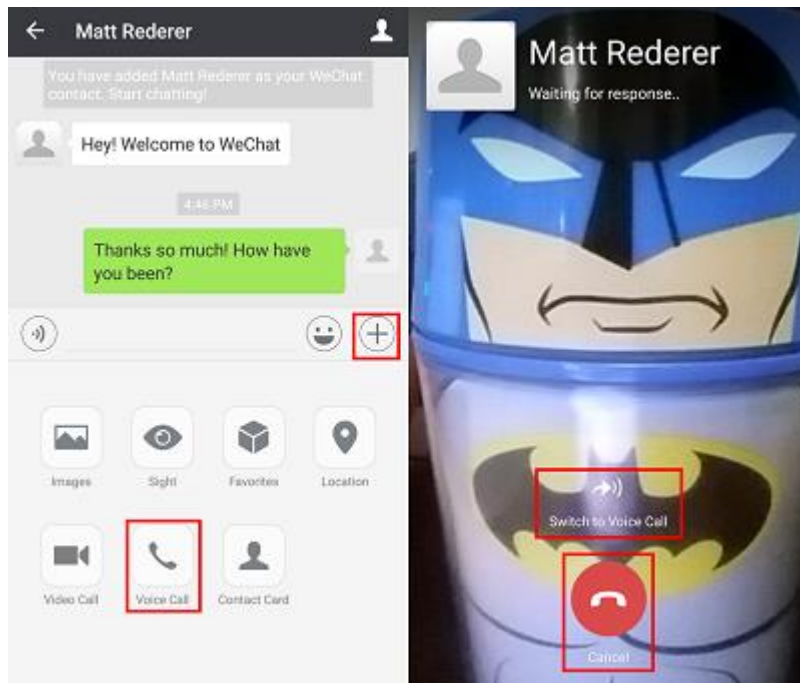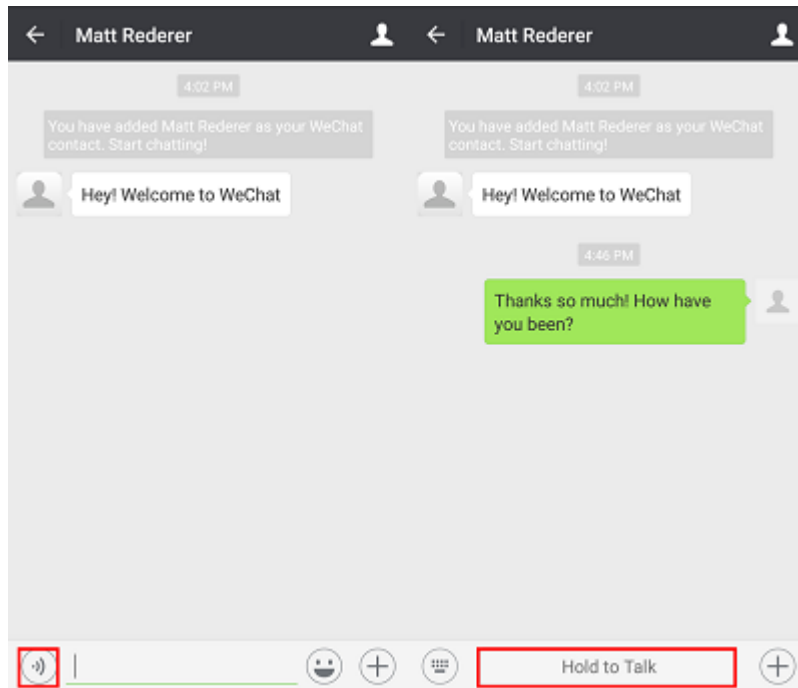
To send a WeChat video call:

1. Find a contact and tap on their name, either on the **Chats** or the **Contacts** menu.
2. Tap the **+** icon at the bottom-right of the screen.
3. Tap the **Video Call** button.
4. Wait for your contact to answer, and line your phone screen up with your face.
5. Tap **Switch to Voice Call** to remove the image, or **Cancel** to end the call.

To send a voice recording:

1. Find a contact and tap on their name, either on the **Chats** or the **Contacts** menu.
2. At the bottom-left of the screen, tap the **speaker** icon.
3. Tap the **Hold to Talk** button and begin speaking.
4. When you're done, release your finger to send the message.
5. To cancel, slide your finger up on the screen before releasing.

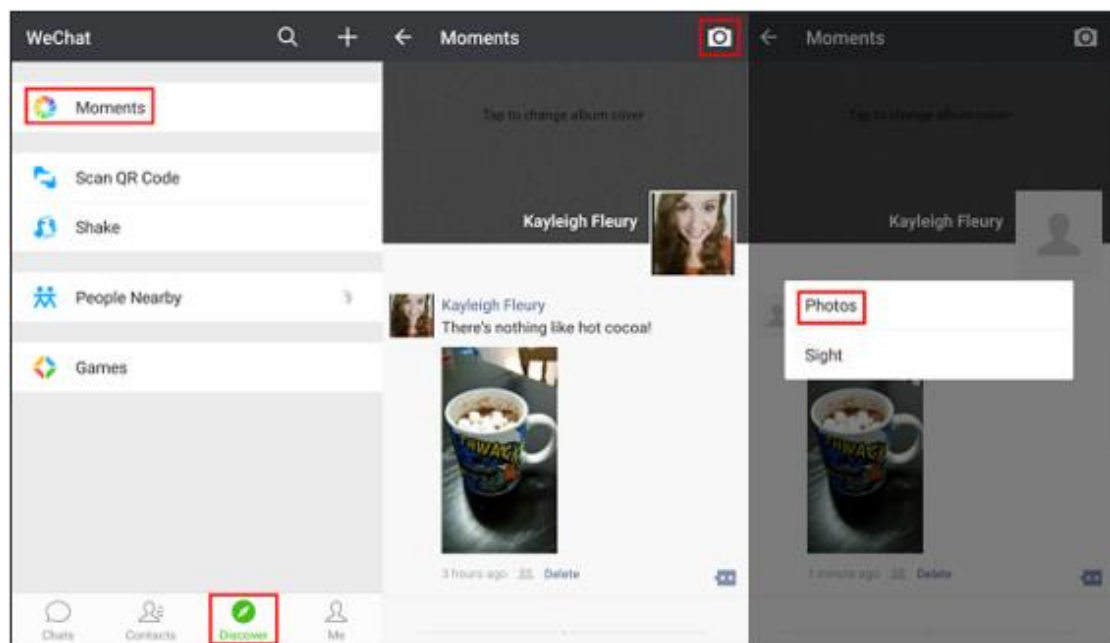## To send a contact card or favorite memory:

Find a contact from the **Chats** or **Contacts** menu and tap on their name. Tap the **+** icon at the bottom-right of the screen, and then tap **Contact Card** to send them the information of one of your contacts (by tapping on the contact's name on the next screen), or tap **Favorites** to send one of your favorite memories. Read below to learn about WeChat Moments that you can save to your profile and share with your contacts.
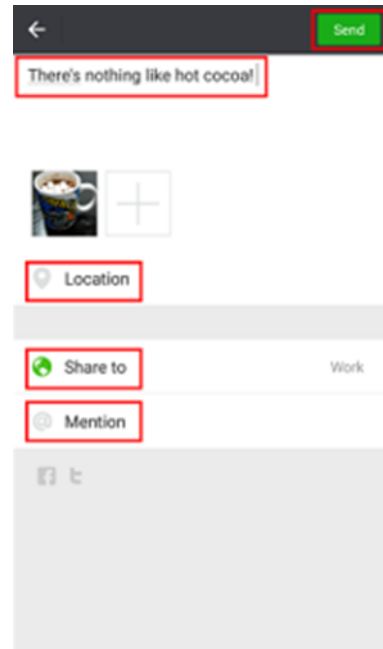
WeChat Moments

WeChat Moments is a way for you to share things from your life and "post" for your contacts to see, or the public – your choice! Add photos of what you do or see, and caption them. You can even save them as favorites and share them with your contacts easily through the chat.
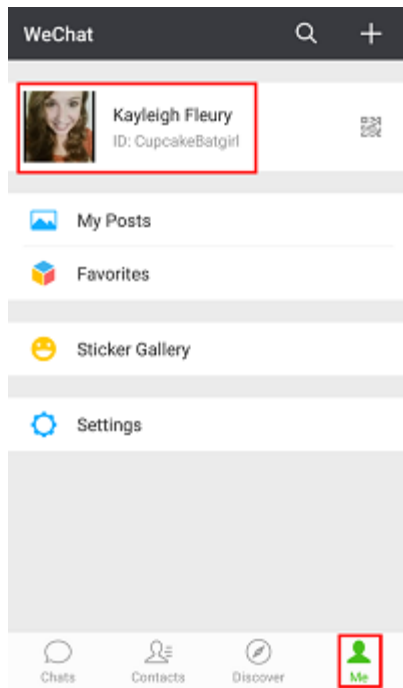
To add a WeChat moment:

1. Tap the **Discover** menu.
2. Tap **Moments**.
3. Tap the **camera** icon in the top-right corner.
4. Choose **Photos** or **Sight** from the pop-up menu.
5. Select an image (or multiple images) by tapping on it, or take a photo now. When you've chosen your image(s), tap **Done**.
6. Tap "Say Something" and type a message.
7. Tap **Send**.

You can choose up to 9 images at one time to share. In addition, you can tap **Share To** to choose your audience, from **Public** (all your friends), **Private** (just you), **Share List** (choose from your groups and tags), or **Do Not Share List** (exclude contacts or groups you select). You can also tap **Mention** to tag a friend in your post. Simply tap their name (from the alphabetized list) or search for them, tap their name, and then tap **OK**.
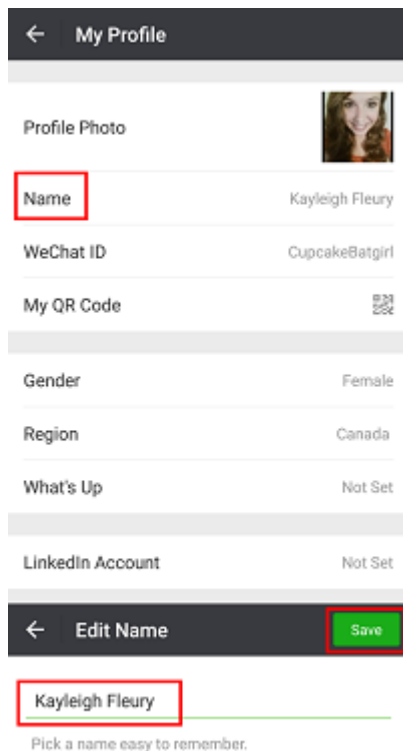
Update your WeChat Profile

To update any aspect of your profile, always begin by selecting **Me** from the bottom menu, and then tapping on your name at the top of the screen.
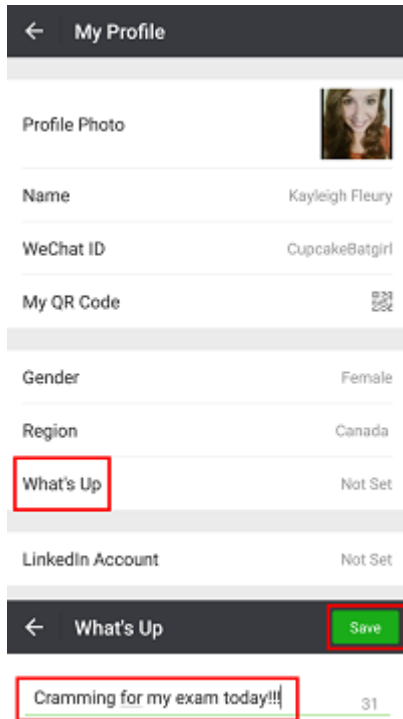
To add or change your WeChat profile picture:

1. Tap **Me**, followed by your **name** at the top of the screen.
2. Tap **Profile Photo**.
3. Choose from the images stored on your mobile device, which are sorted from newest to oldest.
4. Tap a photo to select it, or tap **Take Photo** to take a new photo now.
5. Tap the frame and move it around the screen to crop the image and tap **OK**.

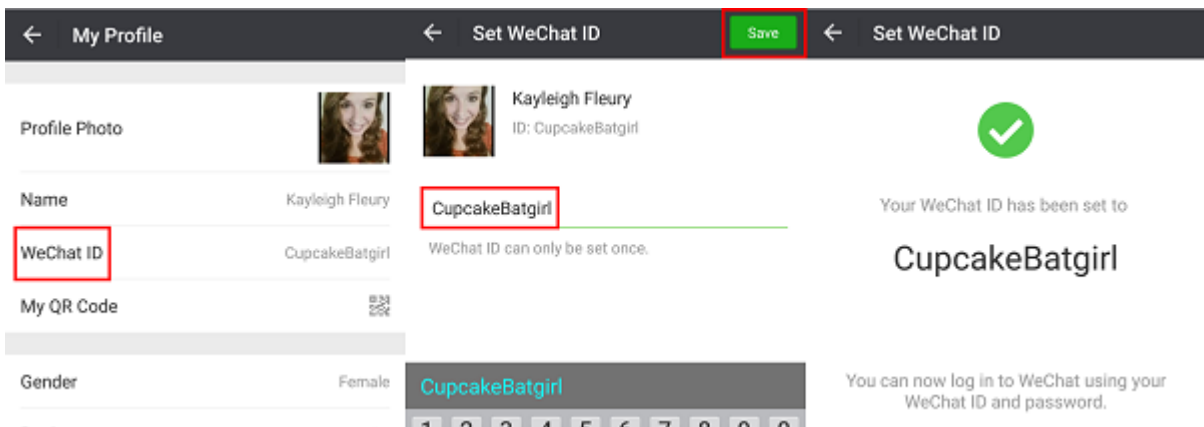
To change your profile information and WeChat ID:

After tapping **Me** on the main menu, followed by your **name** at the top of the screen, you can tap various options on your profile page. To change how your name appears, tap **Name**, type a new name, and tap **Save**.

Tap **What's Up** to enter a current status of what you're doing, that will be visible to all other users who find you. Tap **Save** when you're finished.
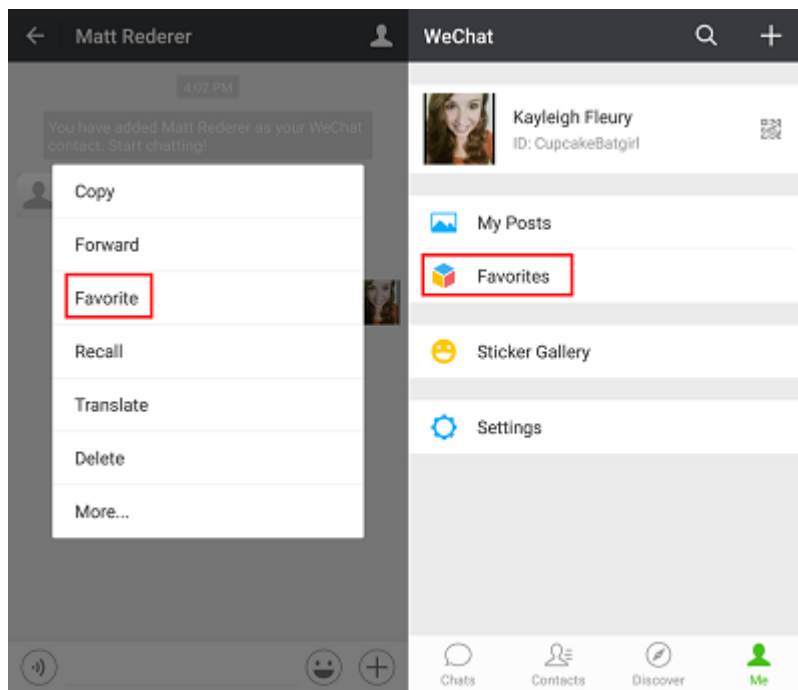
You can also select a **Region**, or update your **Gender** from this screen, as well as add a **WeChat ID**. Choose any unique ID (that no other users has), and select carefully, as you can only set your WeChat ID one time – it can never be changed! Make sure it is easy to remember as well, as you can tell people this ID to have them add you easily to their contacts. Tap **Save** when you're finished.

You will also be able to now log in to WeChat using this ID number and your password, meaning you can access your profile on other devices!

How to favorite WeChat messages or Moments, and access them:

1. Find the message or Moment you want to favorite in your chats or your posts.
2. Tap and hold your finger on the item until more options appear.
3. Tap **Favorite** on the pop-up menu to save the item to your Favorites.
4. To find your favorites, tap the **Me** menu, then tap **Favorites**.
5. Tap on any one to access it.
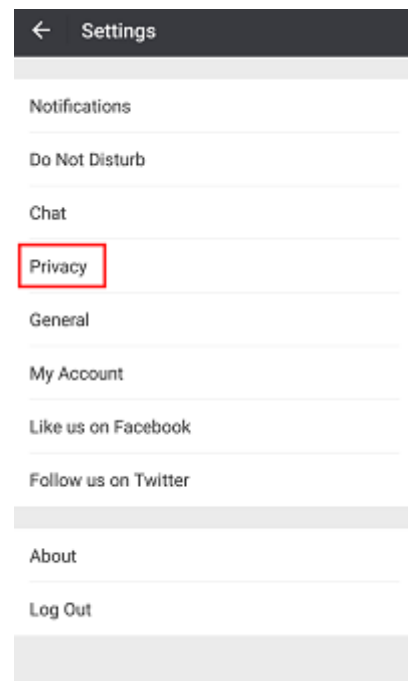

From the Favorites screen, you can also tap the **+** button in the top-right corner to compose and save notes for yourself. Simply type a note and tap **Save**. These will appear in your favorites, along with messages and Moments posts.

To change WeChat Settings:

Tap **Me** on the bottom menu, and then tap **Settings**. Choose from categories such as **Notifications**, **Chat**, or **Privacy** by tapping on them. On the page that opens, tap on any **toggle** to enable or disable a feature. If a toggle is green and pushed right, the feature is enabled. If it is grey and pushed left, it is disabled.

Below are the following categories you can choose from, and examples of settings you can change while in that category:
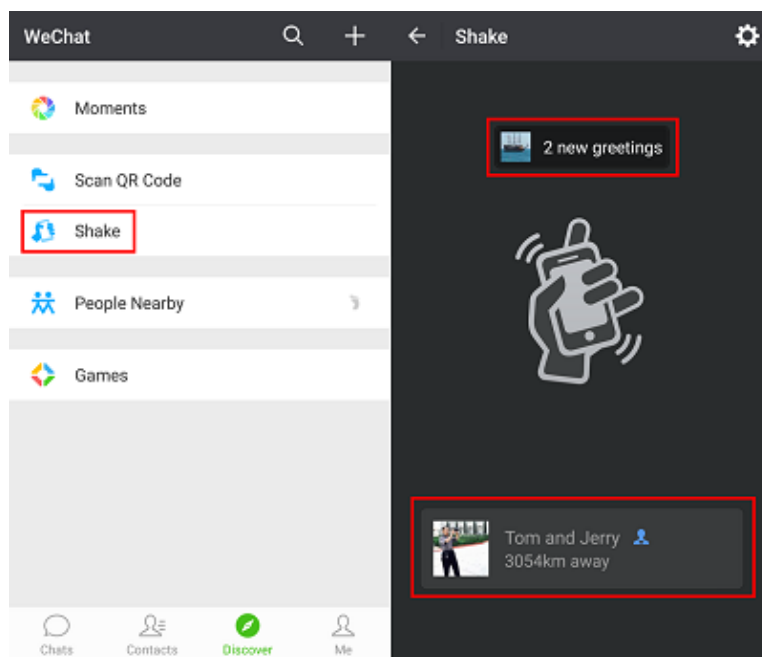
- **Notifications** – Choose how and when you want to be alerted of new messages, and whether sound or vibrations will be part of the notifications.
- **Do Not Disturb** – Choose hours to disable notifications.
- **Chat** – Features of the chat such as pressing the "Enter" key to send messages faster, adding backgrounds, your Stickers, and your chat history and log settings.
- **Privacy** – Decide how other users can find you, how to connect with others using the app, who to share Moments with, and block unfriendly users.
- **General** – Choose display settings including text size, data usage settings, enable NFC (near field communication), and your language preferences.
- **My Account** – View information including your WeChat ID, display name, phone number, email, and Facebook account, set up a Voiceprint password, change your password, delete your account, or resolve security issues such as resetting your password.
- **Like us on Facebook** – Will open a browser tab to like the WeChat Facebook profile.
- **Follow us on Twitter** – Will open a browser tab to like the WeChat Twitter feed.
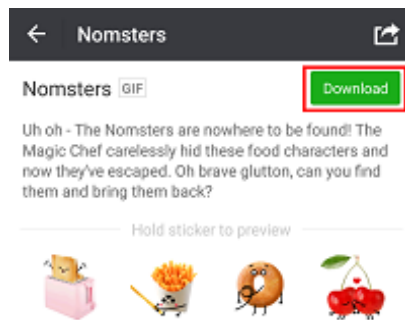
WeChat Shake

WeChat Shake is a feature that allows you to connect with users all over the world who are "shaking" at the same time as you. To use WeChat Shake:

1. Tap **Discover** on the menu at the bottom of the screen.
2. Tap **Shake** (and ensure location services are enabled).
3. Holding your device, shake it from left to right vigorously. You will hear a noise, indicating it is working.
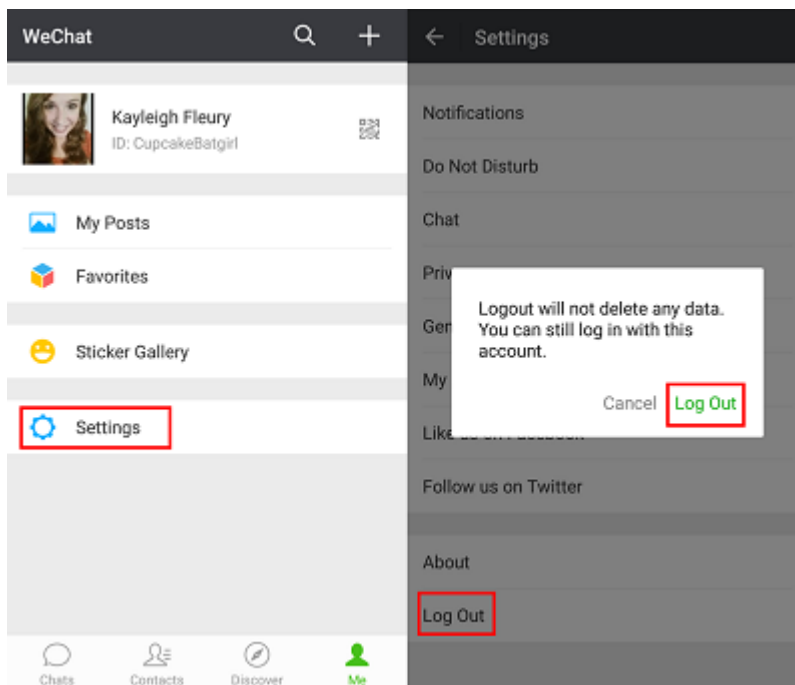4. A list of users shaking at the same time, and how far away they are from you will appear.

You may receive greetings from these users, and you can choose to respond to them. To see your greetings, tap **X New Greetings** immediately after shaking, or tap the **gear** icon in the top-right corner, followed by **Greetings**. Tap a greeting, and then tap **Accept** if you want to add them as a contact.

Download WeChat stickers

Tap **Me** on the bottom menu, followed by **Sticker Gallery**. View trending and popular packages of stickers you can add to your chats, and if you find one you like, tap **Download**. You can tap the **magnifying glass** icon to search for specific stickers.

Log out of WeChat

To sign out of your account, simply tap **Me** on the bottom menu, followed by **Settings**. At the bottom of the screen, tap **Log Out**. You will be asked if you really want to sign out, and if you do, tap **Log Out** again. If you want to use WeChat on this device again, you will need to sign in with your password.

And that's how you use WeChat! If you want to learn more about this communication app, our WeChat course we've got you covered with more great step-by-step tutorials including how to delete messages, how to search old messages, and we can tell you all about the other great messaging apps like WeChat.