

DIGITAL LITERACY SKILLS

TOOLBOX

Module 2



TRAINING PROGRAM FOR VOLUNTEER MANAGERS

YOUR DIGITAL TOOLBOX

Welcome to your digital toolbox! Let's map out some basic processes you'll use across different devices.

Note that handheld devices, like phones and tablets, will often require the same steps. Computers and laptops will generally work the same, as well, so we will be grouping these devices together.

We'll focus on the two main types of smart devices for phones and tablets: Apple and Android. We'll also look at the two main types of computers and laptops: Mac (Apple) and Windows (Microsoft).

Follow the instructions based on which device type and platforms you use!

CONNECTING TO WI-FI

First things first: To access the internet, you'll need to connect to Wi-Fi. Once you log in, you can save the network, so you don't have to log in again to use it every time. If it's your first time connecting to a location's Wi-Fi network, follow these steps:

Phones and Tablets

Connecting to Wi-Fi on an Apple Device:

1. Go to the "Settings" app.



2. Select "Wi-Fi."
3. Select the Network you want to connect to.
4. Type in the Password.

Connecting to Wi-Fi on an Android Device:

1. Go to "Settings."



2. Select "Network & Internet."
3. Choose "Internet."
4. Click "Add network."
5. Enter the network name and password.
6. Select "Save" to prevent having to re-login.

CONNECTING TO WI-FI

Computers and Laptops

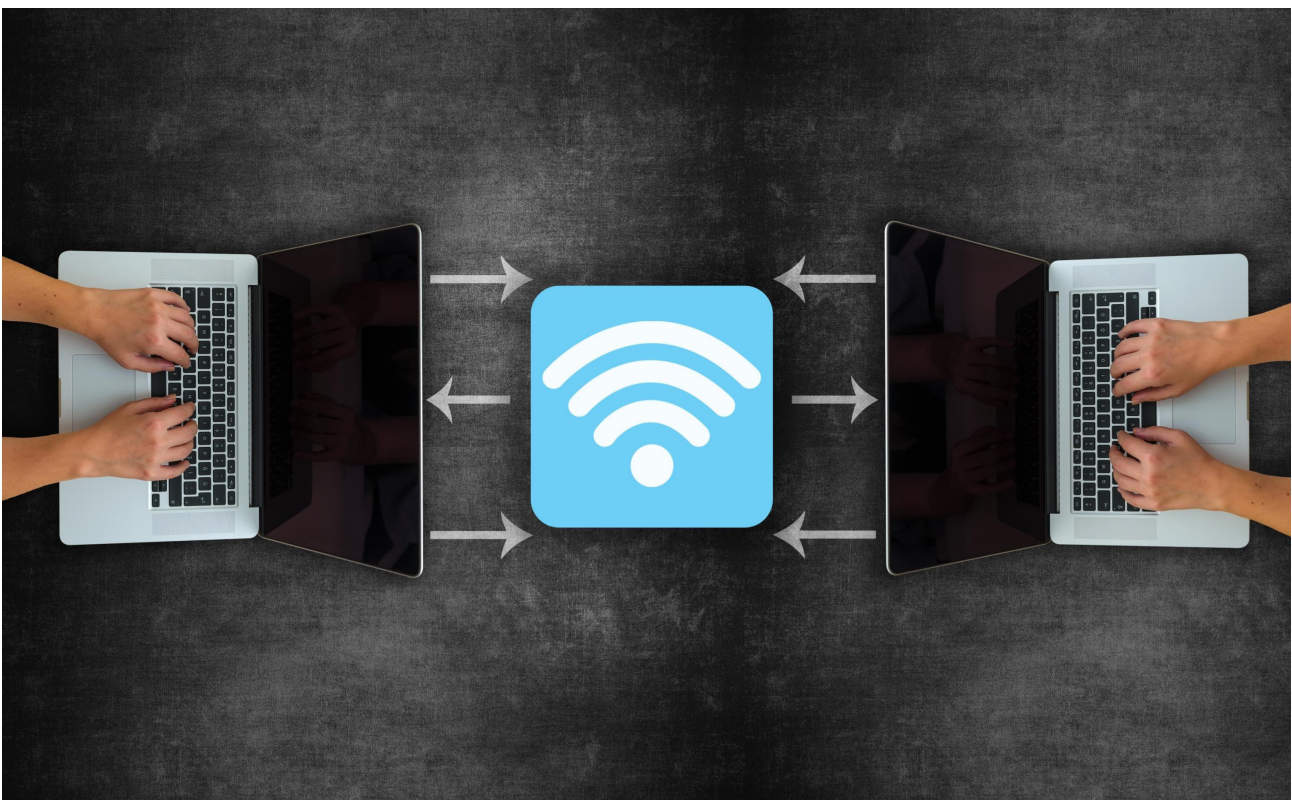
Connecting to Wi-Fi on a Mac/MacBook

1. Tap the Wi-Fi icon on the top-right hand bar on your screen.
2. Select "Network Preferences."
3. Select "Network Name."
4. Select the Network you want to connect to.
5. Type in the Password.
6. Check "Automatically join this network" to save it.



Connecting to Wi-Fi on a Microsoft Windows Computer/Laptop

1. Select the Network icon. It should be on the far right side of your taskbar.
2. Select "Manage Wi-Fi connections."
3. Choose your Wi-Fi network.
4. Select "Connect."
5. Type the password.
6. Hit "Next."



SIGNING INTO YOUR DEVICES

We're connected to the internet - now it's time to sign in to your devices. Each of your devices should require you to make an account. You can use this account to access and save your information, apps, and tools.

Follow the instructions based on which device type and platforms you use:

Apple Devices

You'll create an *Apple ID* account on Macs, Macbooks, iPhones, and iPads.

This is the account you'll use to download apps and connect your Apple devices. If you log in with the same Apple ID account across your devices, you can make them work together! Meaning, you'll have the same apps, information, and data saved across each device.

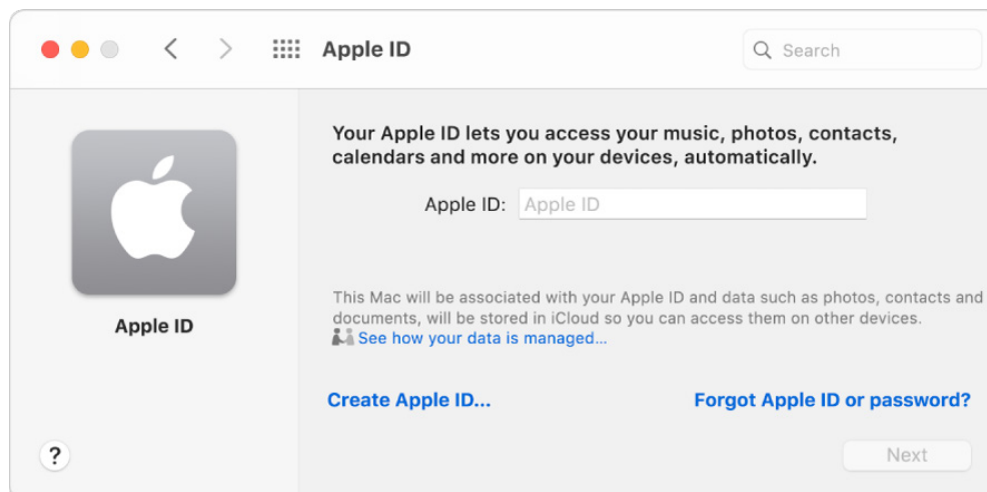
Log into Your Apple ID:

iPhone/iPad

1. Click on the "Settings" app.
2. Tap "Sign in to your iPhone/iPad."
3. Type your Apple ID and password. If you don't have one, create one.

Mac/Macbook

1. Choose Apple Menu > System Preferences.
2. Click "Sign In."
3. Click Create Apple ID, then follow the onscreen steps.
4. Enter your credit card and billing information, then click "Continue."
5. Check your email for a verification email from Apple and verify your email address.



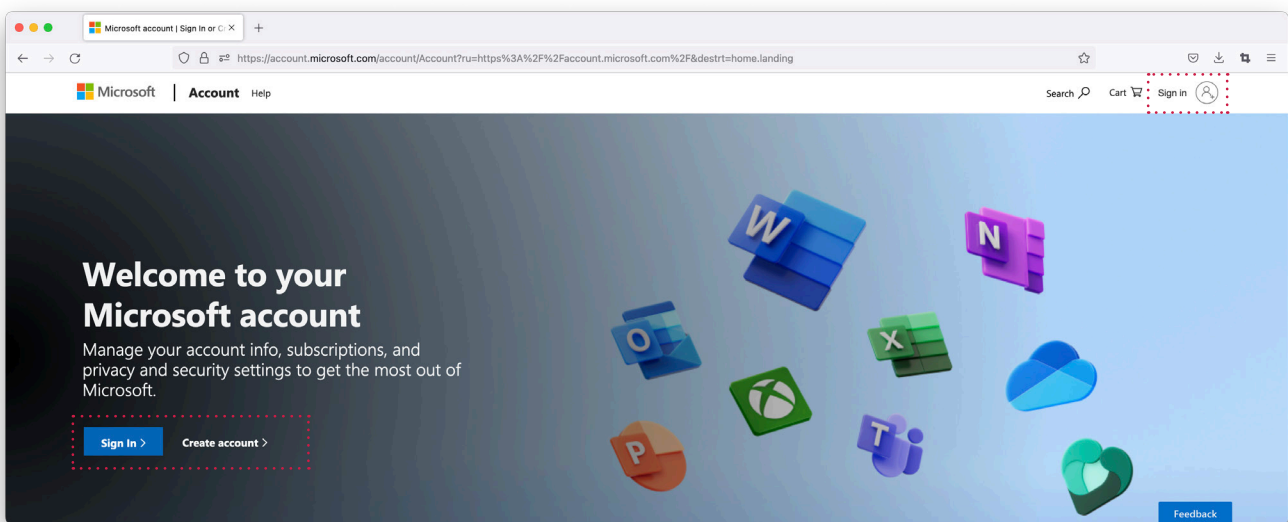
SIGNING INTO YOUR DEVICES

Microsoft/Windows Devices

Microsoft has a somewhat similar feature. After signing in to your Microsoft account, you can connect all Microsoft accounts, including Outlook, Office, Skype, OneDrive, and Windows.

Log into Your Microsoft Account:

1. Go to your [Microsoft account login page](#) on a browser.
2. Log into your Microsoft account with your email and password. If you don't have one, create an account.
3. Select "Sign in."

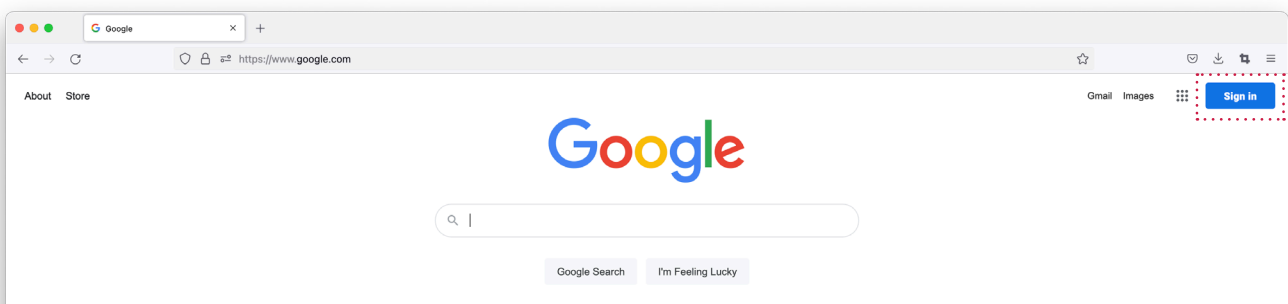


Android/Google Devices

Google owns Android, so you'll log in using your Google account. Once you log in on your devices, you'll have access to your Google tools, Gmail, and the Google Play store.

Log into Your Google Account:

1. Visit www.google.com
2. Select "Sign in" in the top-right corner.
3. Log in or Create an account.



DOWNLOADING APPS

Now for the fun part - downloading apps! You can download an app to your mobile device to make it easy to access helpful features, like social media, productivity tools, and entertainment programs.

This process will look the same between phones and tablets of the same brand, like Apple vs. Android.

To download an app on an Apple device (iPhone or iPad), you'll navigate the *App Store* program. To download an app on an Android smartphone or tablet, you'll navigate the *Google Play* program.

Phones and Tablets

Apple:

1. Click on the "App Store" icon.
2. Select the "Apps" tab at the bottom menu bar to view trending apps.
Select the "Search" tab to find a specific app.
3. Click the "GET" button to download the app.
Sometimes, it may also appear as a cloud icon with a downward arrow.
 - a. If the app costs money, you will see a price instead of these icons.
 - b. If you already have the app downloaded, it will read "OPEN."
4. Confirm your purchase by following the instructions on the screen.
5. Once it's downloaded, click on the app on your home screen to open it.



Android:

1. Click on the "Google Play" icon.
2. Search for and select the app you're looking for.
3. Click "Install" or the price tag button for the app.
4. Confirm your purchase/download by following the instructions on the screen.
5. Once it's downloaded, click on the app on your home screen to get started.



SENDING MESSAGES

Let's get connected! There are several ways to send messages to friends and colleagues across your devices. We'll map out the main processes based on the device and brand you use:

Phones and Tablets

Apple:

1. Select the "Messages" app.



2. Tap the compose icon in the top-right corner.



3. Type in the phone number of who you want to message (or their name if you've saved their contact information.)
4. Type your message in the tab above the keyboard on the screen.
5. Hit the upward arrow to the right of your message to send!

Android:

1. Select the "Messages" app.



2. Tap the compose icon.



3. Select the contact you want to send it to.
4. Tap the compose button.
5. Type your message.
6. Hit send!

Other Apps:

You can use [WhatsApp](#) or [Messenger](#) to communicate with others via Wi-Fi. These are great options for connecting with numbers from outside of Australia or for those who don't have mobile internet plans.

Many companies work with business messaging apps such as [Slack](#) to keep communication monitored and professional. You can sign up for these applications on your desktop, laptop, and mobile devices.

SENDING EMAILS

Let's keep moving! When it's time to send an email to a friend or colleague, you can send it via phone, tablet, laptop, or computer - the process will look slightly different.

Phones and Tablets

Apple:

Apple devices have a built-in "Mail" app for users to sign into their email account and access it all in one place.

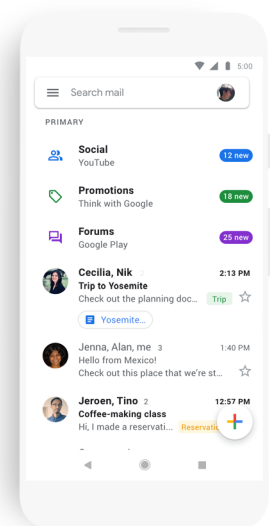
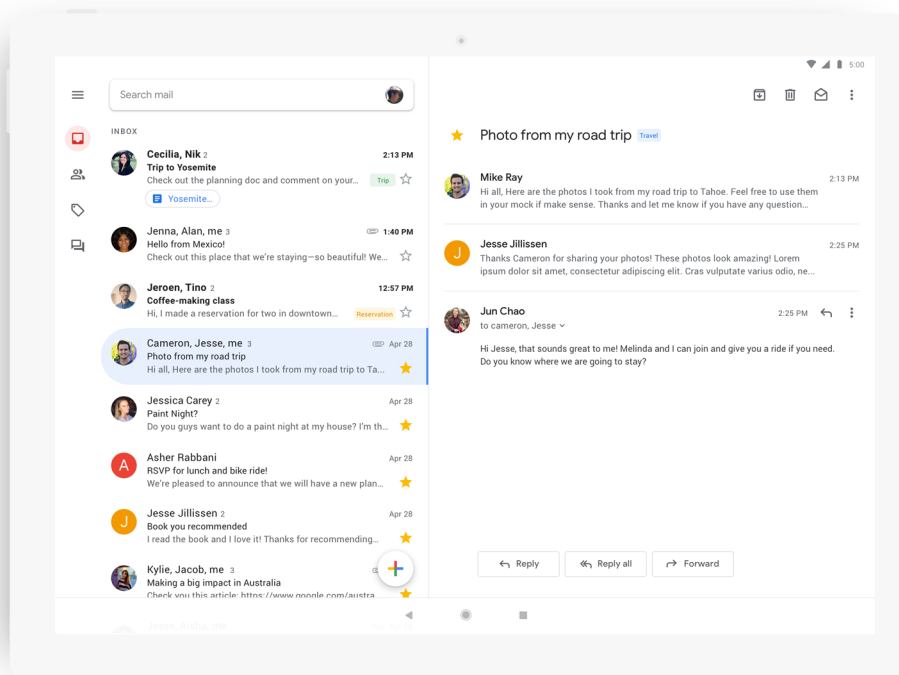


You can also download your specific email platform in the App Store if you'd prefer. For example, you can type in "Gmail" in the App Store to download the app.

Either way, once you click on the app, you'll be prompted to create an account or sign in. Once you enter your email address and password, you'll stay signed in and be able to receive notifications, read, and send emails on your device.

Android:

Since Google creates Android products, Gmail will be your default email app. If you use a different email platform, you can find and download it in the Google Play store.



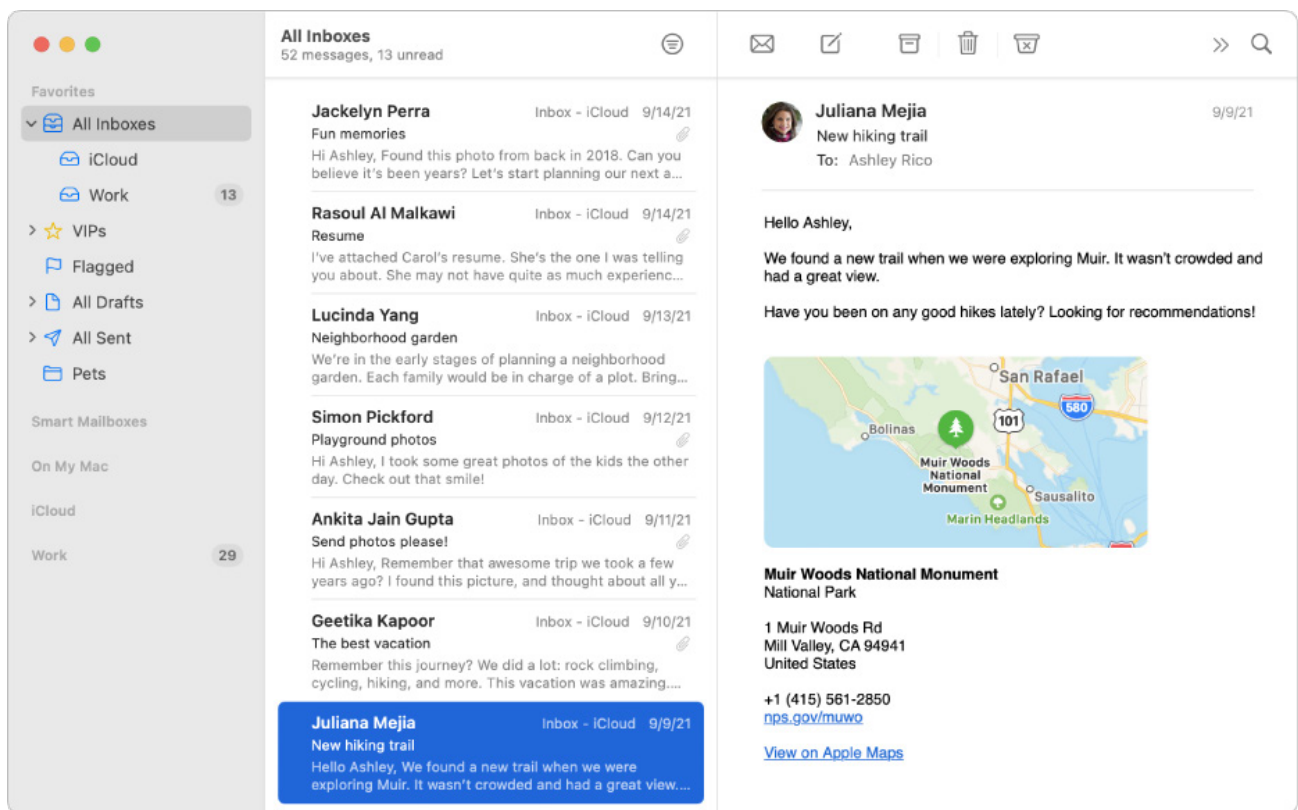
SENDING EMAILS

Computers and Laptops

Mac:

You can log into your email account by opening your browser and typing in the website address of your email platform (e.g., gmail.com, outlook.com).

You can also use the Apple "Mail" app on your computer. It looks the same as the Mail app on your iPhone/iPad, and you'll set it up the same way.



Windows:

You can log into your email account through your browser, as well.

Windows computers should also come preinstalled with a Mail app where you can log into your Outlook account.

VIDEO CALLS

As a Volunteer Manager, you can use webinars and video conferences to deliver remote learning sessions - we'll dive into this in our next Module!

You can video call others using different apps. Each device and platform comes with different options for video calls.

FaceTime:

Apple's pre-installed video call app is called "FaceTime." It's available on Apple's mobile devices and computers.

It's pretty simple:

1. Click on the FaceTime app.
2. Tap "New FaceTime."
3. Type in the name or phone number of your contact.



Or you can do it in reverse:

1. Click on your Contacts app.
2. Browse your contact list and select the right contact.
3. Tap the "Video" icon.



Note: You can only FaceTime other iPhone users. However, there is a way around this: if the recipient has a non-Apple smartphone, you'll need to either select "Create Link" and share your FaceTime link with them, or simply download and use another video calling app.



VIDEO CALLS

Other Apps:

Since FaceTime is designed for Apple devices, other users tend to employ [WhatsApp](#), [Messenger](#), [Zoom](#), [Skype](#), and [Microsoft Teams](#) for video chats.

FaceTime, Messenger, and WhatsApp are primarily for personal use, while Zoom, Skype, and Microsoft Teams are made for professional use. Each is accessible via their websites, but they also have apps available for download on desktop and mobile devices. You can download these in your device's app store or directly through the company's website.

Make sure your device has a camera for this to work. You'd need a webcam to connect to your computer if it does not.

