

Technology Resource Guide and Classes for Seniors

FROM PROFESSIONAL TO RECREATIONAL

Overview

This course will equip the individual with tools in which he/ she can utilize to become proficient in using E-mail, and photo sharing.

Community Partner: Barrington Senior Center

Academic Partner: SOAR Leadership Program

Spring 2014



The Roger Williams University Community Partnerships Center

The Roger Williams University (RWU) Community Partnerships Center (CPC) provides project based assistance to non-profit organizations, government agencies and low- and moderate-income communities in Rhode Island and Southeastern Massachusetts. Our mission is to undertake and complete projects that will benefit the local community while providing RWU students with experience in real-world projects that deepen their academic experiences.

CPC projects draw upon the skills and experience of students and faculty from RWU programs in areas such as:

- American Studies
- Architecture and Urban Design
- Business
- Community Development
- Education
- Engineering and Construction Management
- Environmental Science and Sustainability
- Finance
- Graphic Design
- Historic Preservation
- History
- Justice Studies
- Law
- Marketing and Communications
- Political Science
- Psychology
- Public Administration
- Public Relations
- Sustainable Studies
- Visual Arts and Digital Media
- Writing Studies



Community partnerships broaden and deepen the academic experiences of RWU students by allowing them to work on real-world projects, through curriculum-based and service-learning opportunities collaborating with non-profit and community leaders as they seek to achieve their missions. The services provided by the CPC would normally not be available to these organizations due to their cost and/or diverse needs.

CPC Project Disclaimer: The reader shall understand the following in regards to this project report:

1. The Project is being undertaken in the public interest.
2. The deliverables generated hereunder are intended to provide conceptual information only to assist design and planning and such are not intended, nor should they be used, for onstruction or other project implementation. Furthermore, professional and/or other services may be needed to ultimately implement the desired goals of the public in ownership of the project served.
3. The parties understand, agree and acknowledge that the deliverables being provided hereunder are being performed by students who are not licensed and/or otherwise certified as professionals. Neither RWU nor the CPC makes any warranties or guarantees expressed or implied, regarding the deliverables provided pursuant to this Agreement and the quality thereof, and Sponsor should not rely on the assistance as constituting professional advice. RWU, the CPC, the faculty mentor, and the students involved are not covered by professional liability insurance.
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Community Partnerships Center
Roger Williams University
One Old Ferry Road
Bristol, RI 02809
cpc@rwu.edu
<http://cpc.rwu.edu>

Lesson 1

Navigating the Internet

Getting used to iOS/Windows & Navigating the Internet

Barrington Senior Center

Technology Class Series

Class #1: Monday, April 7th

Overview

This class will help members get used to iOS and Windows and also how to navigate through the Internet.

Objectives/Topics Covered

Getting Used to iOS/Windows

- ❖ Using Siri
- ❖ Sorting applications with app folders
- ❖ Using the App Store and iTunes Store
- ❖ Using various utilities such as calendar, reminders, etc.
- ❖ Navigating through Windows

Internet

- ❖ Understanding the differences in Browsers
- ❖ Google and other Search Engines
- ❖ YouTube and other social sites
- ❖ Tool Bar functions

End Results

To have members of the Barrington Senior Center better equipped in using the Internet, iOS, and Windows.

Materials

Projector

Laptop for Instructor Use

PowerPoint Presentation

Handouts

Personal Laptops

BSC Computers

iPads/iPhones

Class Team Members

Veronica Alicea

Jackie Sears

Soar Members

Evan Beck

Alana Peoples

Gabby Reardon

Navigating the Internet

Objectives

- Teach members to navigate through applications such as Siri, iOS, and the App Store
- Give useful tips of how to organize and use their applications through App Folders
- To show how to use utilities on iphones or ipads like calendars and alerts

Internet

- Browsers
- Google
- Search Engines
- YouTube
- Tool Bar Functions

Browsers



Google™

Google Search

I'm Feeling Lucky



Google

Search



Thanks for choosing Firefox! To get the most out of your browser, learn more about the [latest features](#).



Downloads



Bookmarks



History



Add-ons



Sync



Settings

The background of the Bing homepage is a scenic photograph of a turquoise lake, likely Lago General Carrera, surrounded by steep, snow-capped mountains. In the foreground, a small wooden pier extends into the water, and a few buildings are visible on the shore.

bing™

Beta

[Web](#) | [Images](#) | [News](#) | [More](#)

SMT-INFO|



☒ show all ☐ only from Indonesia



[Worldwide](#) | [English](#)

[Sign Up](#) | [QuickList \(0\)](#) | [Help](#) | [Sign In](#)

Home

Videos

Channels

Community

Videos

Search

[advanced](#)

Upload

Videos being watched right now...

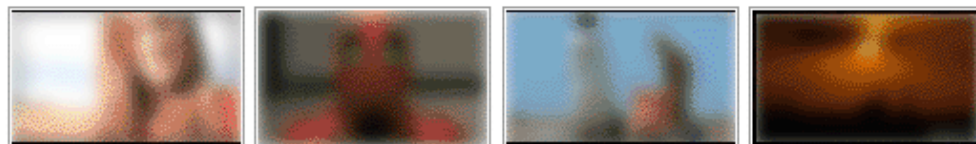


Advertisement

Want to personalize this homepage?
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[movieswithrobots](#)

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"Olympic Dragon" on the Great Wall of China

From: [nocommenttv](#)

Views: 317



What's New



[Video Annotations](#)

Add interactive commentary and links to your videos



[YouTube Mobile](#)

Watch and upload YouTube videos on your mobile device.

[Beijing From All Angles](#)

For the next 16 days, the eyes of the world will be on Beijing and the Games of the 29th Olympiad.

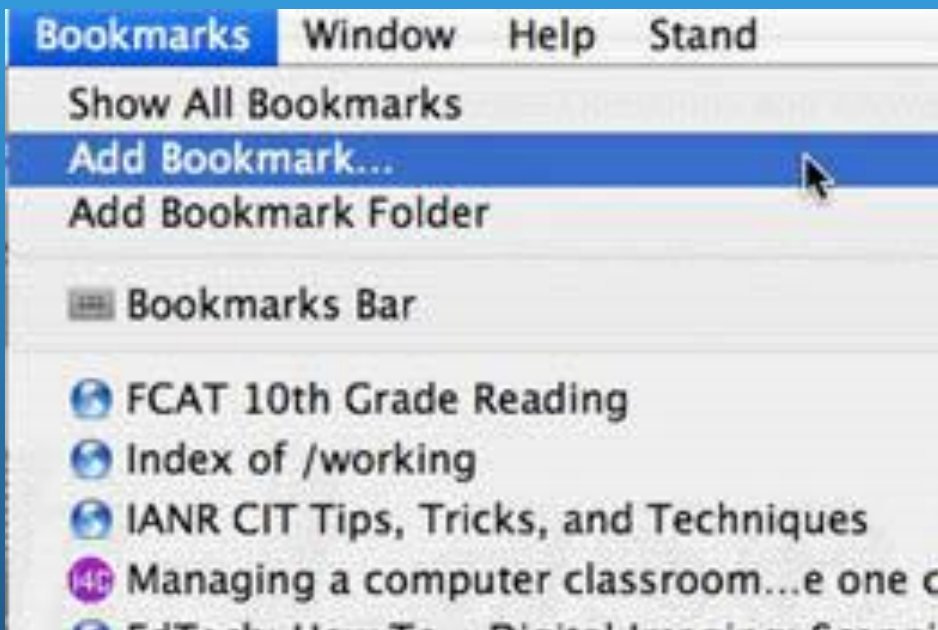
Step 1

Stream URL:

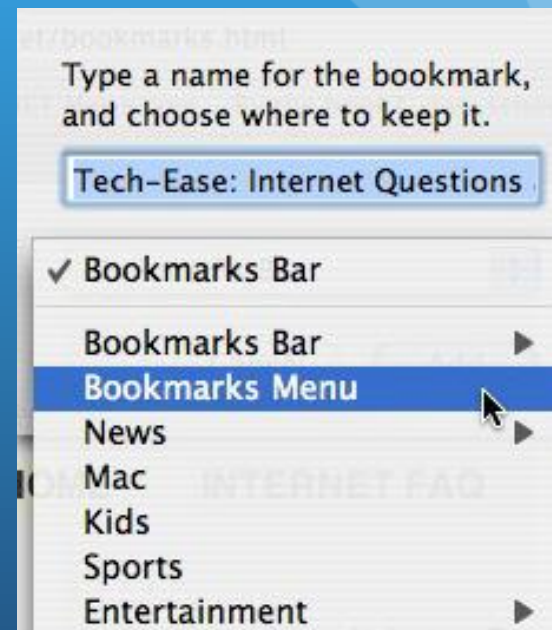
Select Stream

How To Bookmark a Page

STEP 1:



STEP 2:



https://www.youtube.com/watch?v=ZVGvql-u_xU

IOS

- Siri
- Apple Folders
- Social Media
- Resources Guide
- Apple Store
- Utilities

Siri



Apple Folders



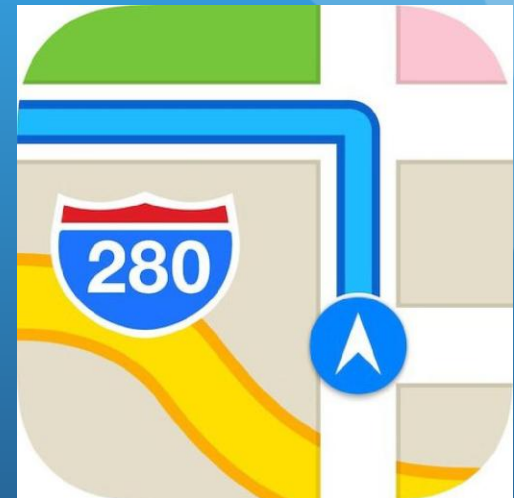
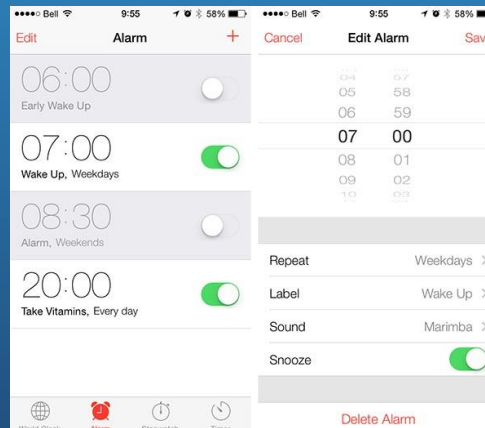
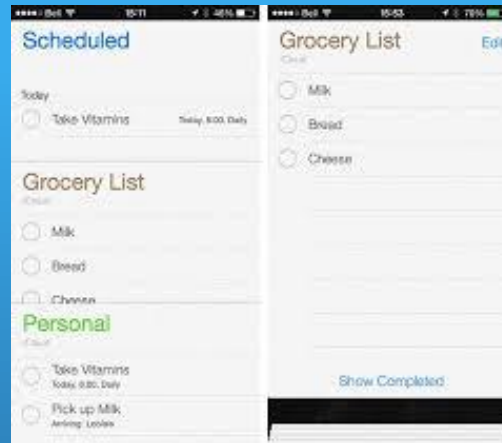
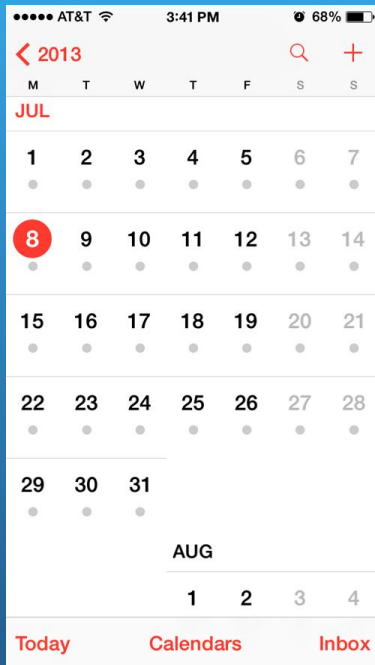
Social Media



Apple Store



Utilities



Windows



Lesson 2

Email and Photosharing

Email & Photo Sharing

Barrington Senior Center

Technology Class Series

Class #2: Thursday, April 10th

Overview

This class will help members become more proficient in using the different functions associated with email as well as photo sharing.

Objectives/ Topics Covered

Email

- ❖ Creating an account, either by aol, yahoo, gmail and etc.
- ❖ "How to" send, read, delete, and manipulate emails
- ❖ "How to" attach documents or pictures
- ❖ "How to" forward messages, or BCC individuals
- ❖ "How to" customize your own individual signature
- ❖ "How to" mark messages as read or not
- ❖ "How to" move emails from folders in email account
- ❖ "How to" view more emails/ more items that were deleted
- ❖ "How to" adjust the viewing of the site, emails, and background
- ❖ "How to" put an icon image
- ❖ "How to" save unfinished emails as drafts
- ❖ "How to" add contacts
- ❖ Formatting, and other options

Photo Sharing

- ❖ "How to" upload photos by an external camera
- ❖ "How to" edit photos (basic version), which sometimes comes with specific cameras or apps
- ❖ "How to" store photos, either by files on desktop/ laptop
- ❖ "How to" upload photos for sharing purposes

End Results

The individual will learn and understand how to send, read, and manipulate emails, and also how to share photos to enhance their efficiency in everyday life.

Materials

Projector

Laptop for Instructor use

PowerPoint Presentation

Handouts

Personal Laptops

BSC Computers

External Cameras

Cables for Cameras

Class Team Members

Joshua Leitaio

Soar Members

Meaghan Cleaver

Kyler Jesanis

Colleen Munroe

FROM PROFESSIONAL TO RECREATIONAL

Overview

This course will equip the individual with tools in which he/ she can utilize to become proficient in using E-mail, and photo sharing.

CREATING AN ACCOUNT?

- ▶ Yahoo, Aol, Gmail, and etc.
- ▶ Today we are going to look at how to create an account on Aol

AOL.com

Click Here



Welcome, Sign In
Sign Up | Options

Today

News

Entertainment

Finance

Lifestyle

Sports

Local

MyBenefits

Bristol, RI | 58°F



Unfolding Now

March Madness

Derrick Gordon

Pennsylvania School Stabbing

Prince George

Game of Thrones

University of Connecticut

FLIGHT
370



News AOL

Pings bring new hope jetliner will be found soon

The frustrating search for the Malaysian jetliner received a tremendous boost Wednesday after a pivotal discovery was made. 'Hopefully in a matter of days ...'

More on missing Flight MH370

Task of finding jet is 'Herculean'
Issue is bigger than finding plane

2 | 35



Ad Feedback | Ad Choices

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Make a Difference



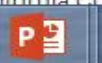
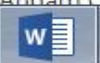
Autism Awareness Month
Help Autism Speaks shine a light on autism
[Light It Up Blue this April](#)

Latest Headlines

HuffPost

Did You See?

Illnesses Aboard California Cruise Ship Nearly Double



3:35 PM
4/9/2014

Click on:
Get a Free
Username

Under the
SIGN IN button

The screenshot shows the AOL website interface. At the top, there's a navigation bar with the AOL logo and a 'help' link. Below this is a large banner featuring a young boy's face on the left and a Disney FastPass+ advertisement in the center. On the right side of the banner is a white login box. The login box contains the AOL logo, a 'Username or Email' input field, a 'Password' input field, a 'Forgot password?' link, a 'Remember Me' checkbox, and a blue 'Sign In' button. Below the 'Sign In' button are two links: 'Get a Free Username' and 'Try a Premium AOL Plan'. A black arrow points from the 'Get a Free Username' link to the text 'Under the SIGN IN button' in the blue overlay on the left. At the bottom of the page, there's a footer with various links and the AOL Inc. copyright notice. The Windows taskbar is visible at the very bottom, showing icons for Internet Explorer, Google Chrome, File Explorer, HP, Word, PowerPoint, and Adobe Reader, along with the system clock showing 3:38 PM on 4/9/2014.

AOL Mail: Simple, Free, Fun

https://my.screenname.aol.com/_cqr/login/login.psp?sitedomain=sns.webmail.aol.com&lang=en&seamless=novl&offerId=newmail-en-us-v2&authLev=0&siteStat

Apps AOL Mail Facebook gmail myRWU Campus Po... Bridges Google Org Sync RWU Home Physics Online The Barefoot Histori...

Aol. | help

Disney FastPass+ Reserve a teacup from your couch!

Aol.

Username or Email

Password

Forgot password?

☐ Remember Me

Sign In

Get a Free Username

Try a Premium AOL Plan

For the first time ever, reserve access to attractions and experiences from home.

Valid Theme Park admission required.

Learn More

AOL Inc. | Privacy Policy | Terms of Service | About Our Ads | Site Map | Help © 2014 AOL Inc. All Rights Reserved.

3:38 PM 4/9/2014

- Add the necessary information to the different cells.
- Pick a username: For example, jleita0913
- The @aol.com will be already inserted into your username
- Create a password that is unique

AOL | Sign Up

https://new.aol.com/productsweb/?promocode=827692&ncid=txtlnkusweb00000073

Apps AOL Mail Facebook gmail myRWU Campus Po... Bridges Google Org Sync RWU Home Physics Online The Barefoot Histori...

Already have an account? [Sign In](#) | [Help](#)

Aol.

FREE email, chat, local news and the content you love!

Aol.com

aim

Let's create your account

Name

First Name Last Name

Pick a username

@aol.com

Create a password

Confirm password

Date of birth

Select month Day (dd) Year (yyyy)

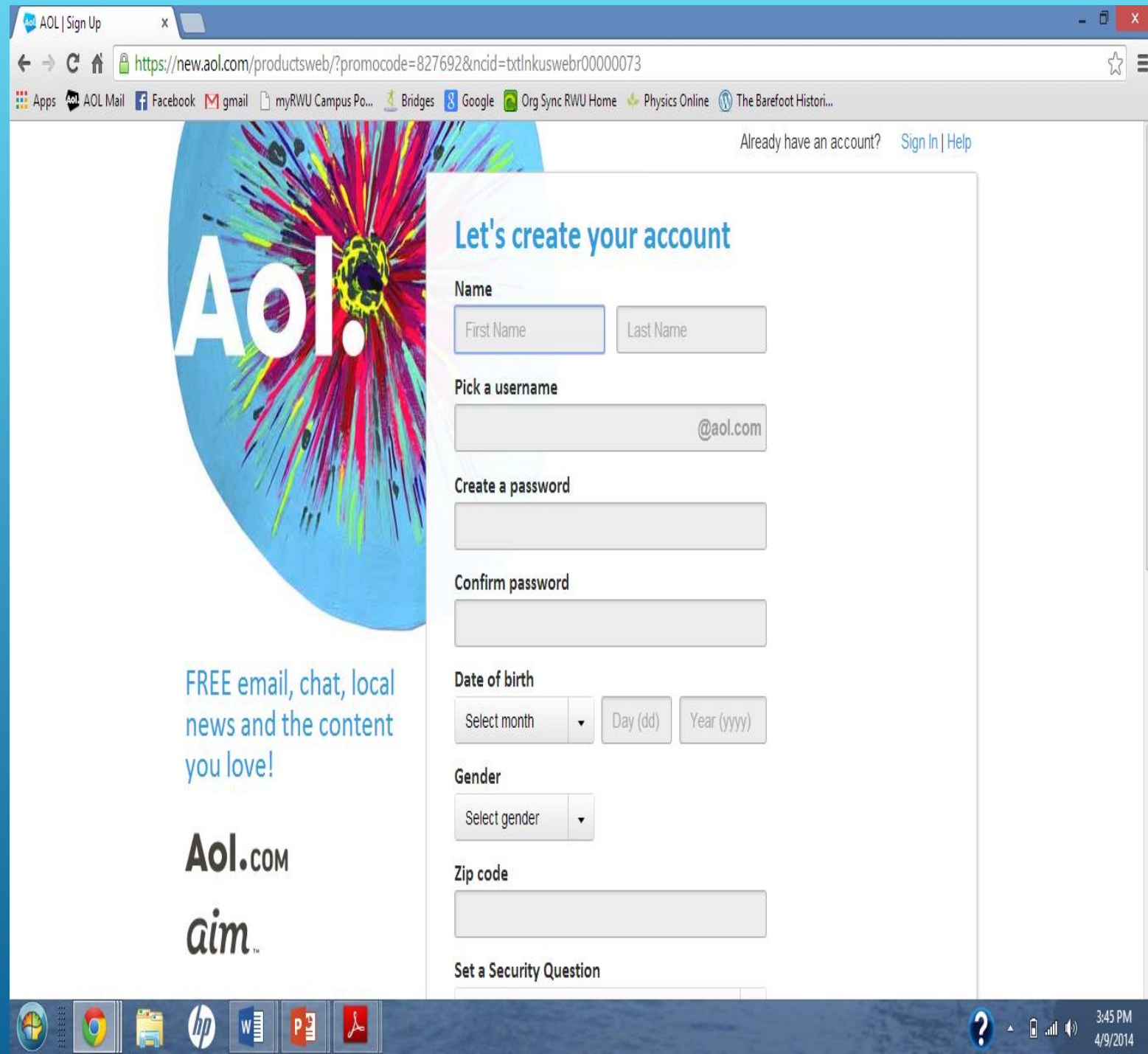
Gender

Select gender

Zip code

Set a Security Question

- Pick a security question from the drop down list
- Answer the question underneath, this is used whenever you forget your password or username
- Type in numbers and or letters presented in the box without any spaces
- Then Click Sign Up



The screenshot shows the AOL Sign Up page in a web browser. The browser's address bar displays the URL: <https://new.aol.com/productsweb/?promocode=827692&ncid=txtlnkusweb00000073>. The page features a large, colorful, abstract graphic on the left with the word "Aol." in white. Below this graphic, the text "FREE email, chat, local news and the content you love!" is displayed, followed by the "Aol.com" and "aim" logos. On the right side of the page, there is a sign-up form titled "Let's create your account". The form includes fields for "Name" (First Name and Last Name), "Pick a username" (with a "@aol.com" suffix), "Create a password", "Confirm password", "Date of birth" (with dropdowns for month, day, and year), "Gender" (with a dropdown), "Zip code", and "Set a Security Question". At the top right of the page, there is a link that says "Already have an account? Sign In | Help". The Windows taskbar at the bottom shows various application icons, including Chrome, File Explorer, HP, Word, PowerPoint, and a red icon, along with the system clock showing 3:45 PM on 4/9/2014.

AOL | Sign Up

<https://new.aol.com/productsweb/?promocode=827692&ncid=txtlnkusweb00000073>

Apps AOL Mail Facebook gmail myRWU Campus Po... Bridges Google Org Sync RWU Home Physics Online The Barefoot Histori...

Already have an account? [Sign In](#) | [Help](#)

Let's create your account

Name

First Name Last Name

Pick a username

@aol.com

Create a password

Confirm password

Date of birth

Select month Day (dd) Year (yyyy)

Gender

Select gender

Zip code

Set a Security Question

Aol.com

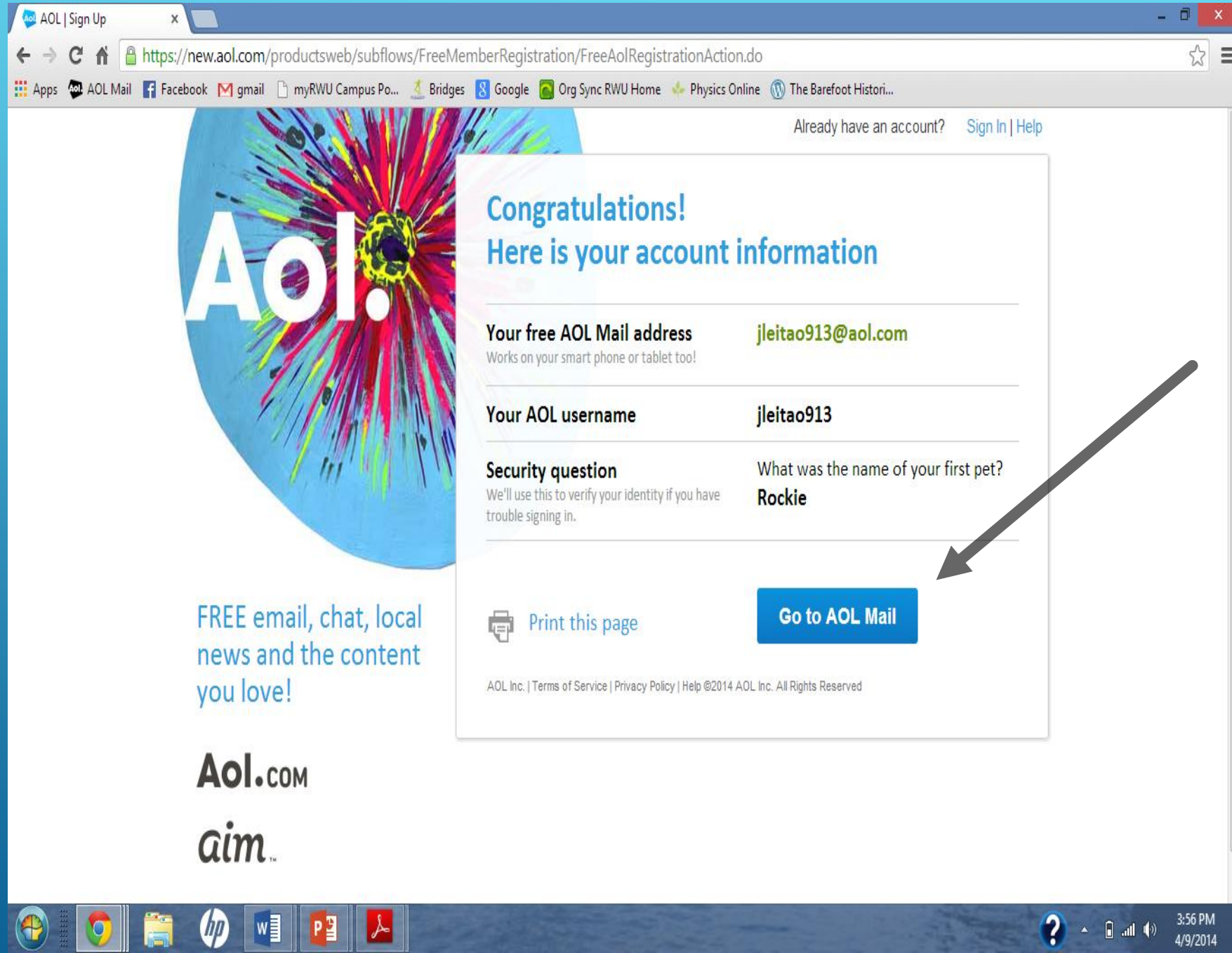
aim

3:45 PM
4/9/2014

Congratulations

You just created an email account

- Save this information as well as your password
- See your new email account by clicking: Go to AOL Mail



The screenshot shows a web browser window with the URL <https://new.aol.com/productsweb/subflows/FreeMemberRegistration/FreeAolRegistrationAction.do>. The page features a large, colorful, starburst-like graphic with the word "Aol." in white. To the right, a white box contains the following information:

Congratulations!
Here is your account information

Your free AOL Mail address <small>Works on your smart phone or tablet too!</small>	jleita0913@aol.com
Your AOL username	jleita0913
Security question <small>We'll use this to verify your identity if you have trouble signing in.</small>	What was the name of your first pet? Rockie

Below the table, there is a "Print this page" link and a blue button labeled "Go to AOL Mail". A large black arrow points from the "Go to AOL Mail" button towards the right side of the screen. At the bottom of the page, the AOL logo and "aim" logo are visible. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:56 PM on 4/9/2014.

AOL Mail

mail.aol.com/38466-111/aol-6/en-us/Suite.aspx

Apps AOL Mail Facebook gmail myRWU Campus Po... Bridges Google Org Sync RWU Home Physics Online The Barefoot Histori...

Get breaking news and all your emails instantly. Make AOL your homepage now. [Get Started](#)

AOL Mail.

SEARCH

jleltao913
Sign Out | Options

EMAIL IM TEXT CHECK

0 New Messages

59° F 57° H | 35° L | Bristol, RI [Edit](#)

Search Mail

TOP STORIES

Today on AOL

Inbox

Drafts

Sent

Spam

Trash

START CHATTING

☐ Keep me signed in

AIM works with Facebook Chat!

Welcome to AOL Mail!
Make yourself at home in your new inbox.
[Click on the Quick Tips to learn more](#)
[GET STARTED](#)

Tax [Start for Free](#)

TOURISTS SPOT RARE, BIZARRE SEA CREATURE
The giant creatures usually stay far below the waves, and very few people ever see them.

MORTGAGE RATES HIT 2.78% APR
\$225,000 Mortgage for \$919/mo. No fees. Zero points. Now is the perfect time to refinance!

4:00 PM
4/9/2014

Page Breakdown

- Search Bar
- Email, Folders, Contacts, Sign out

The screenshot displays the AOL Mail interface. At the top, the browser address bar shows the URL `mail.aol.com/38466-111/aol-6/en-us/Suite.aspx`. Below the browser bar is a navigation menu with links to Apps, AOL Mail, Facebook, gmail, myRWU Campus Po..., Bridges, Google, Org Sync RWU Home, Physics Online, and The Barefoot Histori... A banner below the navigation menu reads "Get breaking news and all your emails instantly. Make AOL your homepage now." with a "Get Started" button. The AOL Mail logo is on the left, followed by a search bar and a "SEARCH" button. On the right, there are icons for home, mail, video, and heart, along with the user's name "jleita0913" and links for "Sign Out" and "Options". Below the search bar, there are icons for EMAIL, IM, TEXT, and CHECK, and a "Search Mail" input field. The left sidebar contains a "Today on AOL" section with links to Inbox, Drafts, Sent, Spam, and Trash. Below this is an "aim" section with a "START CHATTING" button, a "Keep me signed in" checkbox, and a Facebook Chat link. The main content area features a "TOP STORIES" section with a large article titled "THE 10 MOST FATTENING FOODS IN..." with a sub-headline "Unbelievably, most artery-clogging, super-sized meals created in the US have..." and a sub-headline "What has 200 calories in 2 tablespoons". Below this are two smaller articles: "SHE DOESN'T LOOK LIKE THIS ANYMORE" and "PROM PHOTO DEFINITELY DID NOT GO AS PLANNED". On the right, there is a "Federal Free Edition" advertisement for TurboTax, featuring a large "\$0" and a "Start for Free" button. The bottom of the page shows a Windows taskbar with icons for Internet Explorer, Google Chrome, HP, Word, PowerPoint, and a PDF viewer, along with system icons and the time "4:06 PM 4/9/2014".

INbox

EMAILIMTEXTCHECK

Search Mail

Today on AOL

Inbox5

Drafts

Sent

Spam3

Trash

Contacts

Calendar

Bill Manager

My Folders

ACTIONDELETESPAM

All 20Customize

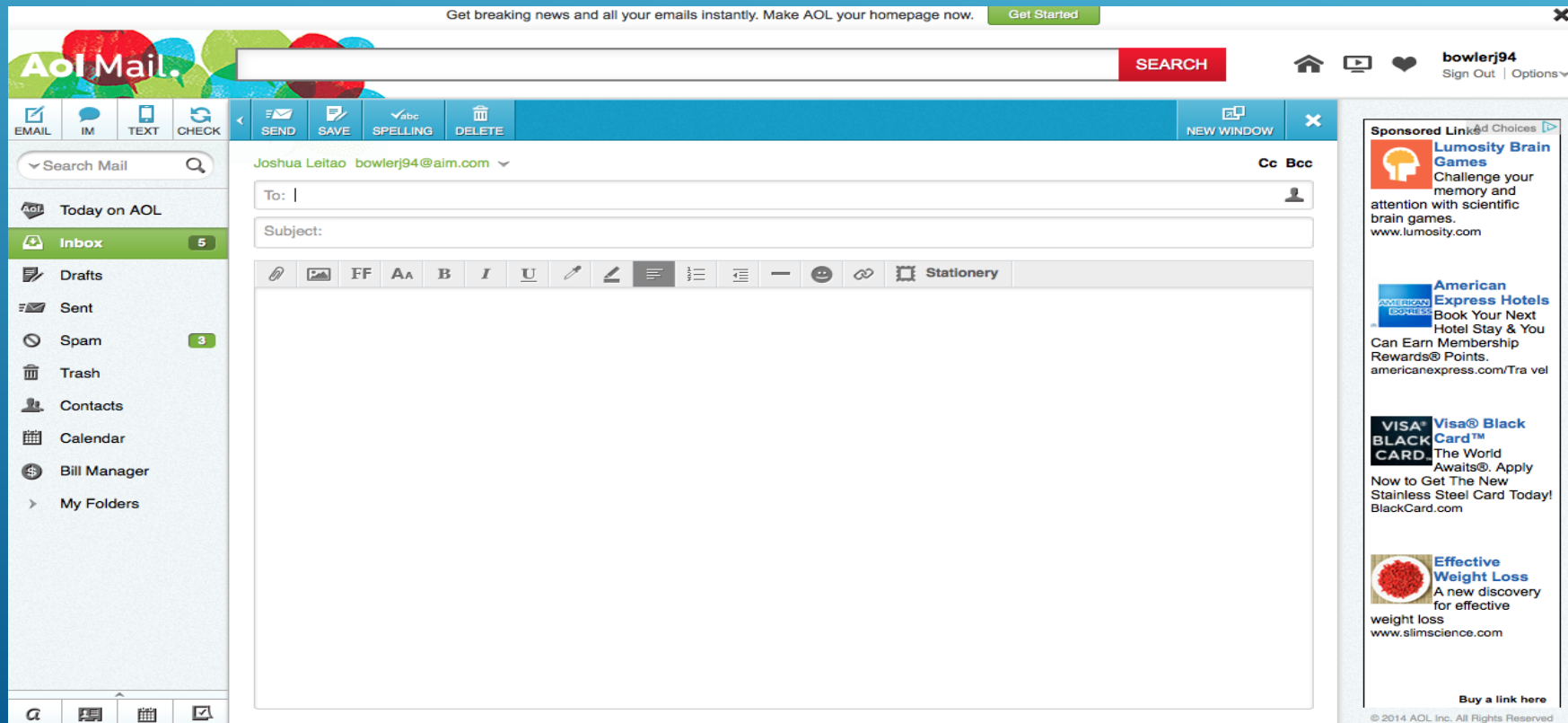
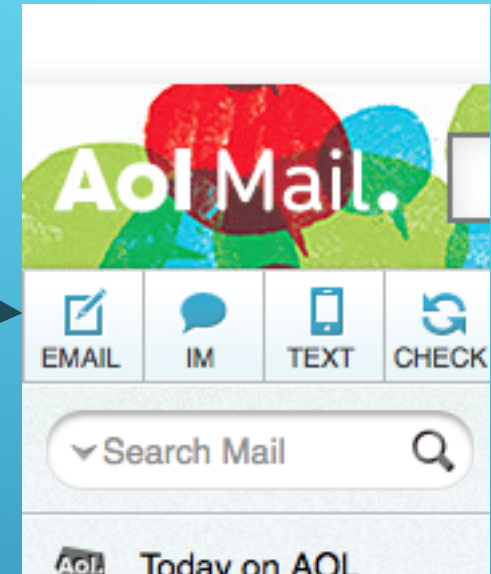
SPONSORED

TurboTax IRS deadline is coming. File now, no tax knowledge needed.

	FROM		SUBJECT	DATE
	Facebook		Chris Haines tagged you on Facebook	11:26 am
	Sallie Mae		Joshua, No Payments While In School	8:54 am
	Amazon Local		The Big Apple Circus Guided Kayak Tour and 1 more	6:27 am
	Amazon.com		Pathologies of Power: Health, Human...	3:57 am
	Olympia Sports		BOGO 50% OFF* FOOTWEAR!	Tue Apr 8
	greatlakes		Great Lakes National Scholarship Program	Mar 29
	Great Lakes		We're offering \$2,500 scholarships to science, technology, engineering,...	Feb 18
	Amazon.com		Your Amazon.com order of "Aria-Black/White Credit..." has shipped!	Feb 18
	auto-confirm		Amazon.com order of Aria-Black/White Credit...	Feb 16
	Amazon.com		Amazon.com Password Assistance	Feb 16
	Federal Student Aid		FAFSA for 2014-2015 Processed Successfully	Jan 28
	customer care		BBY RECEIPT	Jan 11

How to write an email?

Click on the email Icon



Enter necessary information:

- Sender's email in "To" line
- Add the topic of discussion in "Subject" line












EXAMPLE

Joshua Leitaobowlerj94@aim.com

Cc Bcc

To: mohara029@g.rwu.edu,

Subject: Miss You

FFAAB*I*UStationery

Hey Michele!

How is everything? Is you sister feeling any better?
I cant wait to hear from you soon!

Love,
Josh

Add attachments, like files on your computer or word processing documents

Send any pictures, or picture files



Change text fonts

Response back found in Inbox, Click on message

	FROM		SUBJECT	DATE
	O'Hara, Michele		Re: Miss You	3:54 pm

Get breaking news and all your emails instantly. Make AOL your homepage now. [Get Started](#)

AOL Mail. [SEARCH](#) [Home](#) [TV](#) [Heart](#) **bowlerj94**
Sign Out | Options

EMAIL IM TEXT CHECK

REPLY REPLY ALL FORWARD ACTION DELETE SPAM

Search Mail

Today on AOL

Inbox 5

Drafts

Sent

Spam 3

Trash

Contacts

Calendar

Bill Manager

My Folders

Re: Miss You [show details](#)

O'Hara, Michele to you 1 min ago

Hey Josh!

My sister is feeling so much better thanks for asking!
Do you want to get lunch sometime soon and catch up?

-Michele

On Wed, Apr 9, 2014 at 3:53 PM, Joshua Leitao <bowlerj94@aim.com> wrote:
Hey Michele!

How is everything? Is you sister feeling any better?
I cant wait to hear from you soon!

Love,
Josh

verizon

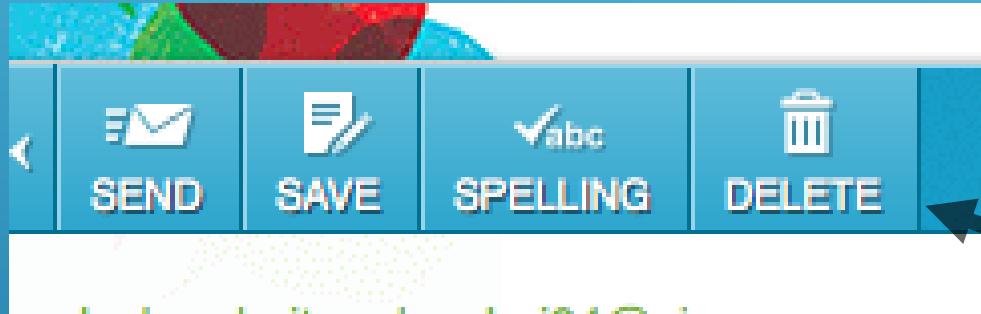
DOUBLE UP & Save

\$20 OFF A MONTH FOR 2 YEARS. THAT'S \$480 IN SAVINGS!

VERIZON WIRELESS + VERIZON FIOS*

© 2014 AOL Inc. All Rights Reserved

WHEN YOU'RE READY.... SEND



You can also delete
any unwanted
emails or
advertisements
here

OTHER EMAIL ACCOUNTS



- ▶ Other email accounts such as google (gmail), yahoo, hotmail, have the exact same instructions
- ▶ It is just a different server

QUESTIONS, CONCERNS, COMMENTS?



Lesson 3

Skype

Video Chatting on Skype

Barrington Senior Center

Technology Class Series

Class #3: Monday, April 14th

Overview

This class will help the members set up an account on Skype and show them how to make and receive video chats.

Objectives/Topics Covered

- ❖ Creating an account with Skype
- ❖ Downloading the Skype application to laptops
- ❖ Adding friends
- ❖ Finding friends
- ❖ Changing camera and microphone settings
- ❖ Making a call
- ❖ Answering a call
- ❖ Using the messaging app

End Results

The members of the class will have a much better understanding of how to use the various features of Skype.

Materials

Projector

Laptop for Instructor Use

PowerPoint Presentation

Handouts

Personal Laptops

BSC Computers

Class Team Members

N/A

Soar Members

Andrew Erickson

Manveer Singh

Taylor Sutherland



skype™





Overview

- Making an account
- Logging In
- Editing your account
- Finding friends
- Adding friends
- External microphone/webcam
- Making/answering video calls.
- Instant messaging



Making an Account

- Add the necessary information to the different cells.
- When all information is added, click I agree and continue.
- Once your profile is complete, you can download Skype to your computer (if it is not already).
 - Simply follow the instructions on the screen to do that.

First name*

Last name*

Your email address*

Repeat email*

Note: no-one can see your email address.

Profile information

Note: anyone on Skype can see your profile information.

Birthday Day Month Year

Gender

Country/Region*

City

Language*

Mobile phone number

+1

Note: only your contacts can see your mobile number.



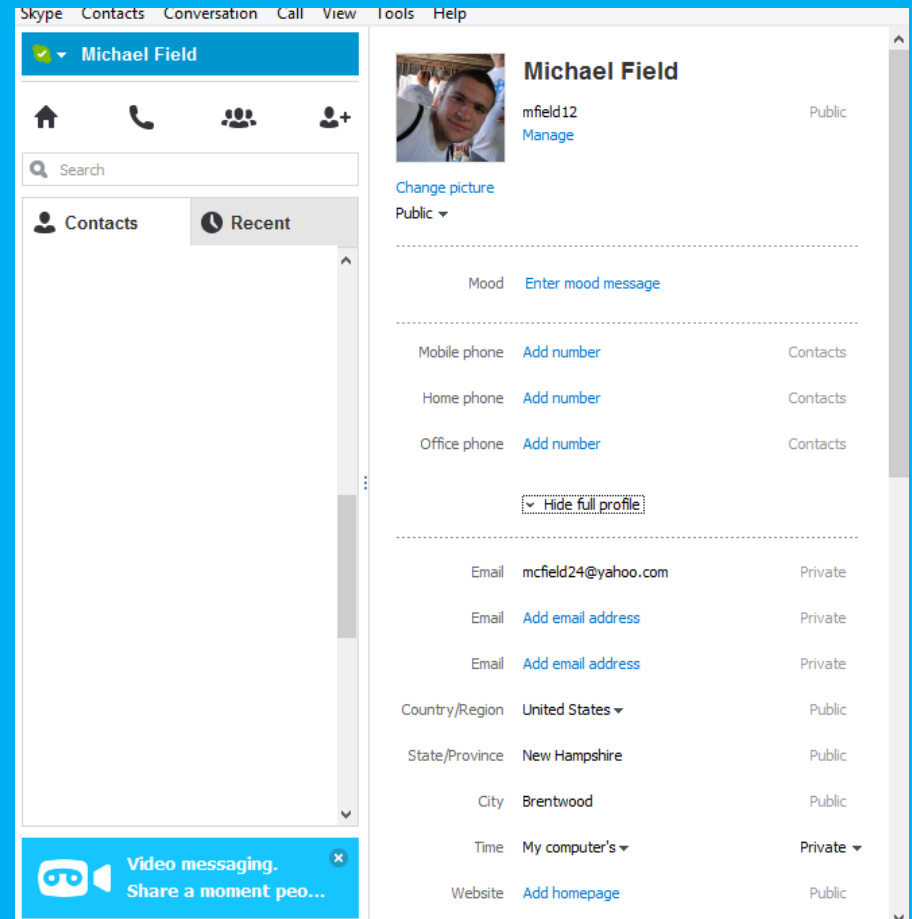
Logging In

- Enter your email and password.
- Click log in.



Editing Your Account

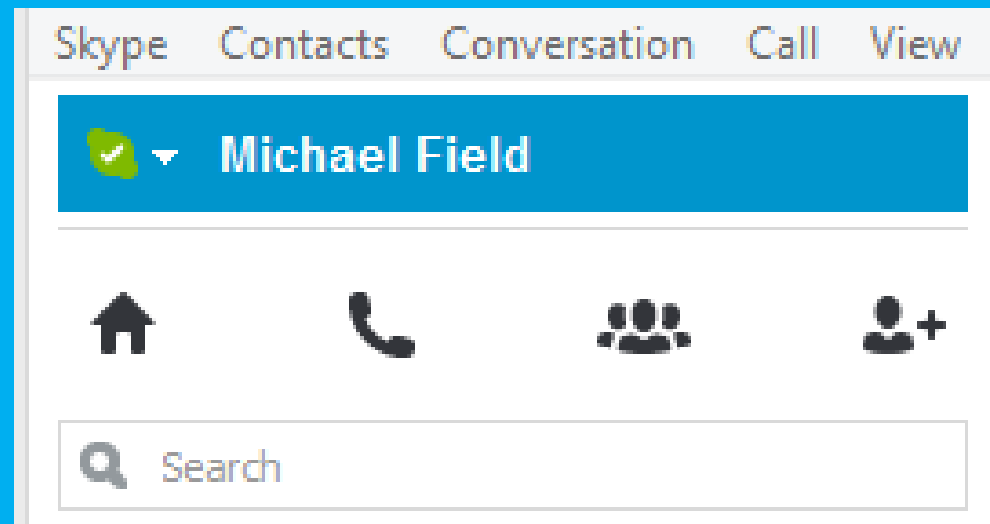
- Click your name in top left corner.
- Click show full profile.
- Edit items within.





Finding Friends

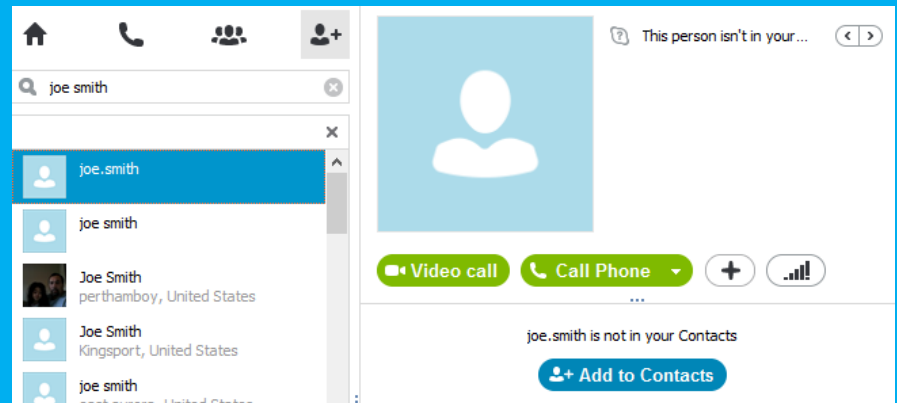
- Click search and type in the name of a contact.
- Click on their profile to interact





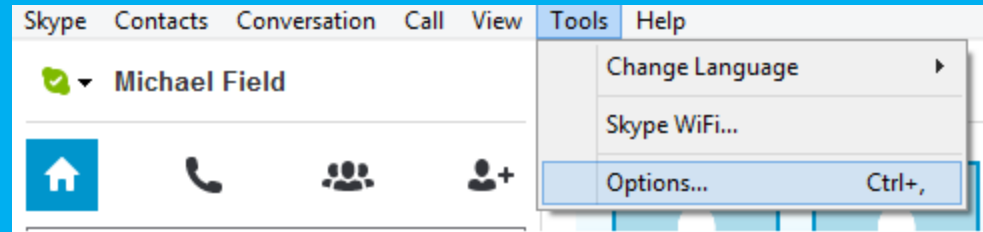
Adding Friends

- Click the far right icon in the upper left corner that looks like a person and a + sign
- Enter name, Skype name, or email of person you're searching for.
- When you find them, click their name and then "add to contacts" which will be in the middle of the screen

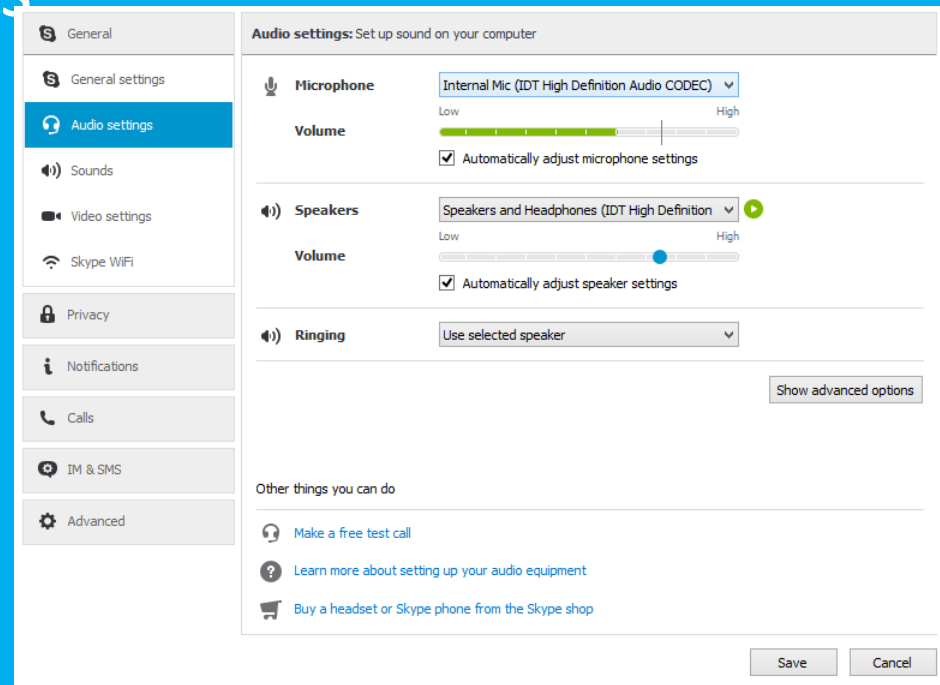




External Microphone



- Click tools on the top toolbar, then options
- Click the drop down next to the Microphone icon. Then select the applicable mic





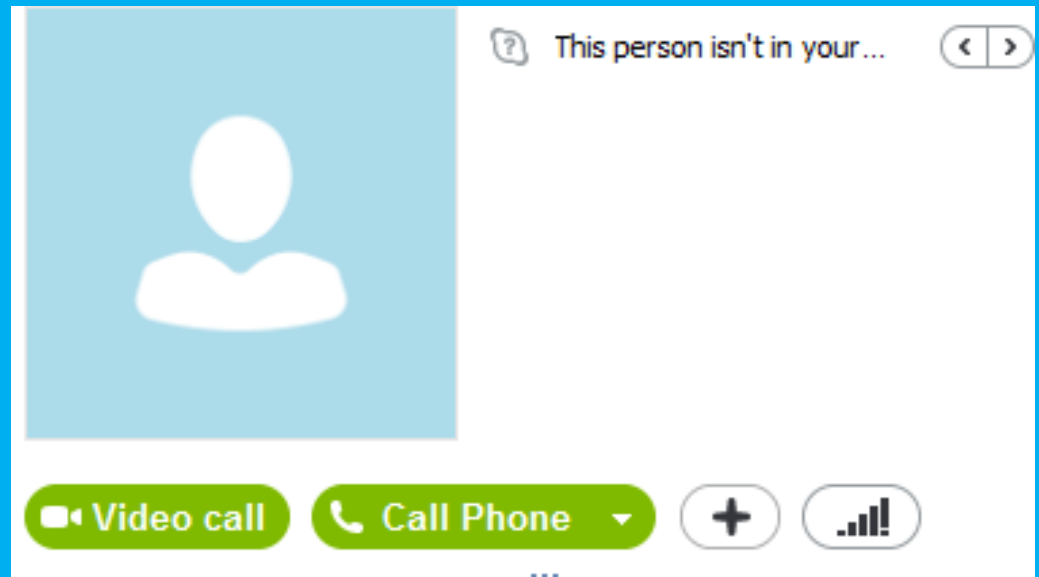
External Camera

- If the camera isn't recognized by Skype click tools
- Click "options"
- Go to video settings
- Click the external camera that applies



Making a Video Call

- Click the contact you want to call
- Click the video call button on their profile





Answering a Video Call

- The call will pop up on your screen,
- Click answer with video call



Instant Messaging

- If you want to send a message to someone
- Find their profile
- Click "send a message" at the bottom of the page
- Begin typing.
- When you have finished your message, you can either hit the enter key to send it or the send button to the right of the text bar.

A screenshot of a Skype message input bar. It features a light gray rectangular box with the placeholder text "Send a message" in a small, gray font. To the right of the text box is a small, gray smiley face icon. Further right is a rounded rectangular button with the word "Send" in a bold, black font. Below the input bar, the text "via Skype" is visible with a small downward-pointing triangle to its right.



Questions?

Lesson 4

Internet and Computer Security

Internet & Computer Security

Barrington Senior Center
Technology Class Series
Class #4: Monday, April 21st

Overview

This class will help the members better protect themselves both on their own personal device and the Internet.

Objectives/Topics Covered

Computer Security

- ❖ Creating a username and password for logging in
- ❖ Not saving sensitive information on a computer
- ❖ Understanding what is unsafe to download onto a computer

Internet Security

- ❖ Understanding the difference between http and https
- ❖ Understanding what a secure website is
- ❖ Understanding what a secure form is
- ❖ Understanding what a secure purchase is
- ❖ Understanding where and when to not enter personal information
- ❖ Understanding how to make a safe password
- ❖ Explaining the danger of pop-up advertisements and promotions
- ❖ Explaining the danger of Internet advertisements on web pages
- ❖ How to enable a pop-up blocker
- ❖ Discussing the security level of various Internet browsers
- ❖ Understanding what information is OK to save on the internet
- ❖ Password storage

End Results

The members of the class will have a much better understanding of Internet security and how to protect themselves against potential security threats.

Materials

Projector

Laptop for Instructor Use

Personal Laptops

BSC Computers

PowerPoint Presentation

Handouts

Class Team Members

Matt Regan

Jackie Sears

Soar Members

Josh Grab

Resource Sheets

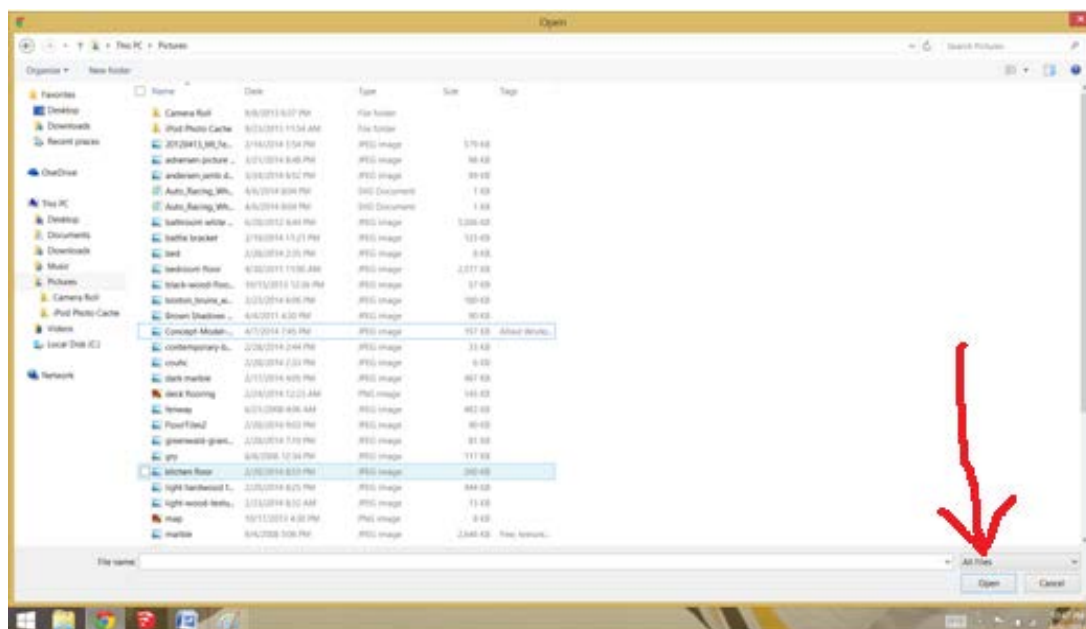
Photosharing & Skype Support

Sharing Photos from your computer

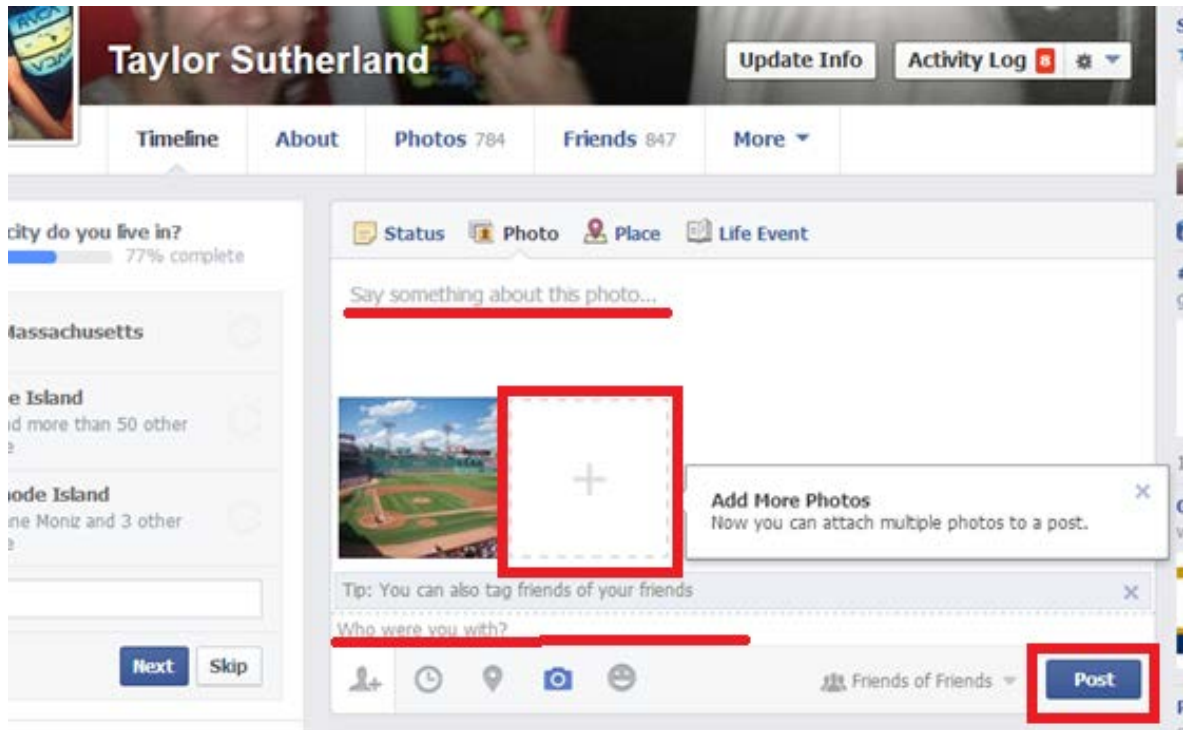
1. Sharing Photos on Facebook
 - a. Log in to your Facebook account
 - b. Go to your Facebook profile
 - c. In the box where it allows you to post a status, click “Photo”



- d. Then select either “Upload Photos/Video” or “Create Photo Album”
- e. If you select “Upload Photos/Video,” then find the picture you want to share from the folder it is in on your computer and click “Open.”



- f. The photo you selected will show up on the status bar. You can now add more photos, write a caption to the photo, tag people in the photo, or just post it the way it is.



- g. When you are finished tagging or writing a caption, click post and the photo will be posted on your Facebook wall where your friends can see it and comment on it.

2. Sharing Photos by Email

- Log into your email account (Gmail, Yahoo, Outlook, etc.)
- Click “Compose” to create a new Email.
- Click the “Attach files” button.
- Find the photos in their designated folder on your computer and click “Open”
 - If the files are too large, you may have to send each photo in separate Emails. To do this just repeat the process for each photo.
- Enter the person’s Email that you want to send it to.

- f. You can now add text to the subject line and the body of the Email.
- g. When you are finished, click send and the Email will be sent to that person.

Photo-sharing Using an iPhone



When looking at your iPhone screen, click on Photos, here you will find all the photos you have taken using the camera.

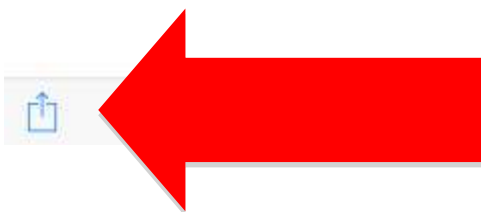


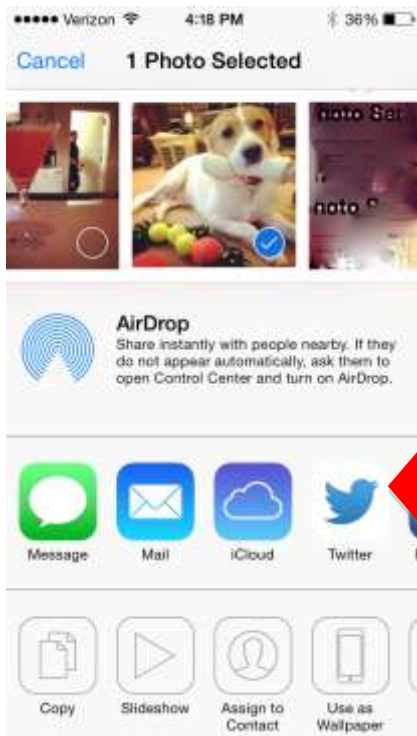
Once in Photos, select the photo you want to share via email, text message, or on Facebook.



After selecting the photo you wish to share, the screen will look similar to this but with the photo you have chosen.

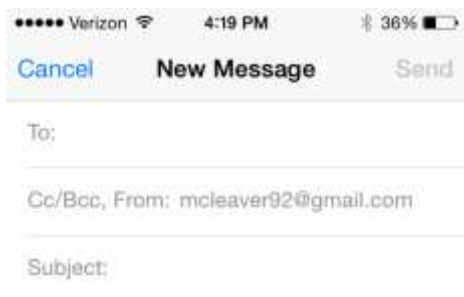
Click on the icon that looks like a square with an arrow pointing upwards on the bottom left-hand corner.



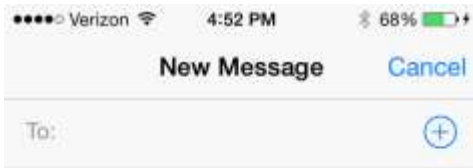


After hitting the icon on the bottom left of the screen, a page similar to this will pop up with the photo you selected displaying a blue check mark.

Here you can click on icons including Messages, Mail, and Facebook to share your photo.



If sending the photo via selecting the Mail this screen will pop up, where you can type an email address where it says To: by tapping in that area.



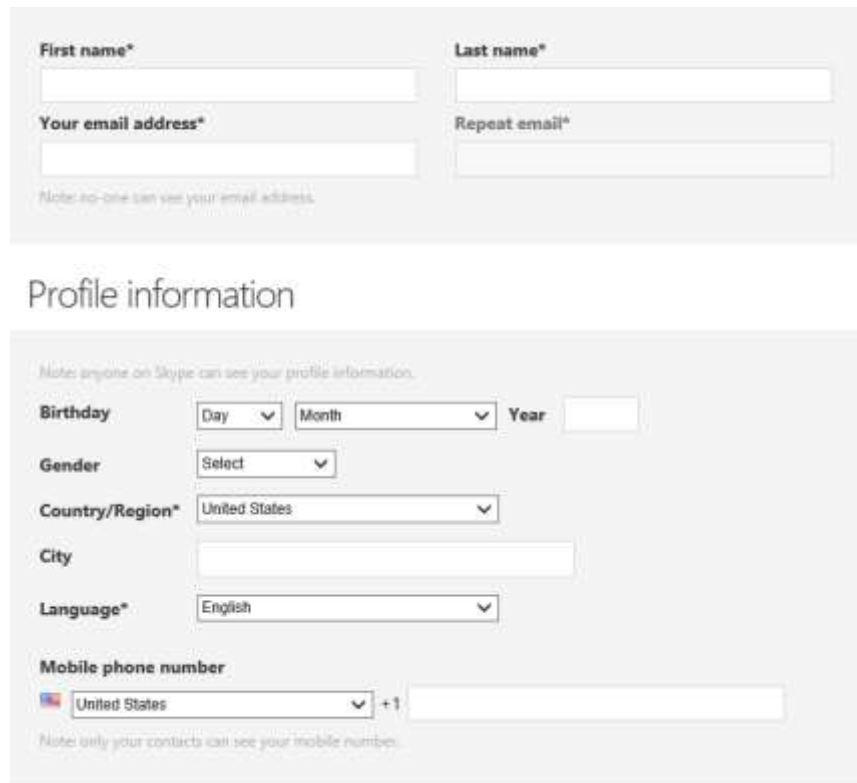
When sharing a photo via text message, you just need to type the name or phone number of the person you wish to contact by tapping on where it says To:



When posting a photo to Facebook you would just have to hit post on the top right of the screen.

You can also select the album you wish to post it to and add a location.

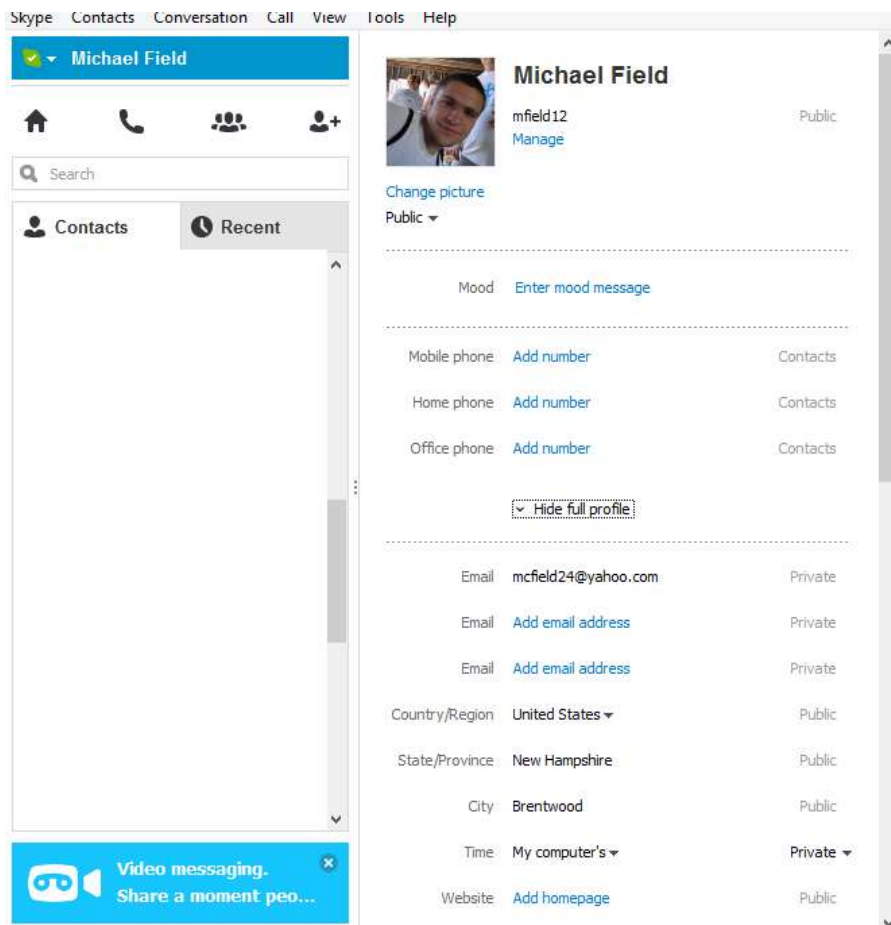
Creating an Account



The image shows the Skype account creation form, divided into two main sections. The top section is for basic identification and email verification, containing four text input fields: 'First name*', 'Last name*', 'Your email address*', and 'Repeat email*'. A small note below the email fields states 'Note: no-one can see your email address.' The bottom section is titled 'Profile information' and includes a note: 'Note: anyone on Skype can see your profile information.' This section contains several fields: 'Birthday' (with 'Day' and 'Month' dropdowns and a 'Year' text box), 'Gender' (a 'Select' dropdown), 'Country/Region*' (a dropdown showing 'United States'), 'City' (a text box), 'Language*' (a dropdown showing 'English'), and 'Mobile phone number' (with a country code dropdown showing 'United States' and a '+1' prefix, followed by a text box for the number). A final note at the bottom of the profile section says 'Note: only your contacts can see your mobile number.'

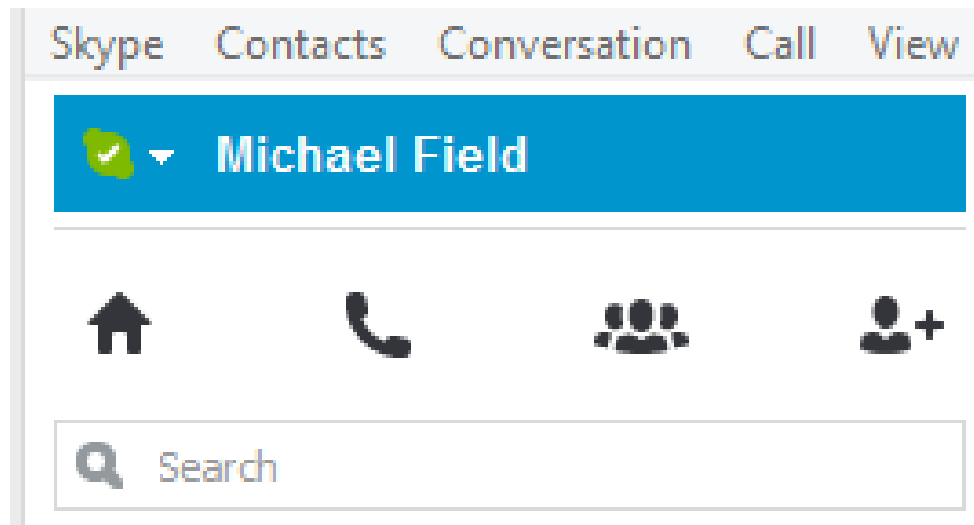
- Add the necessary information to the different cells.
- When all information is added, click *I agree* and continue.
- Once your profile is complete, you can download Skype to your computer (if it is not already).
- To log in: enter email and password, click log in.

Editing your Account



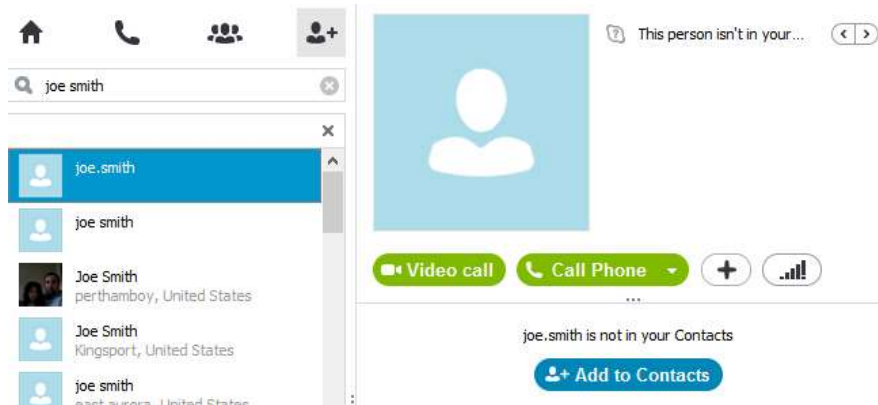
- Click your name in top left corner.
- Click show full profile.
- Edit items within.

Finding Friends



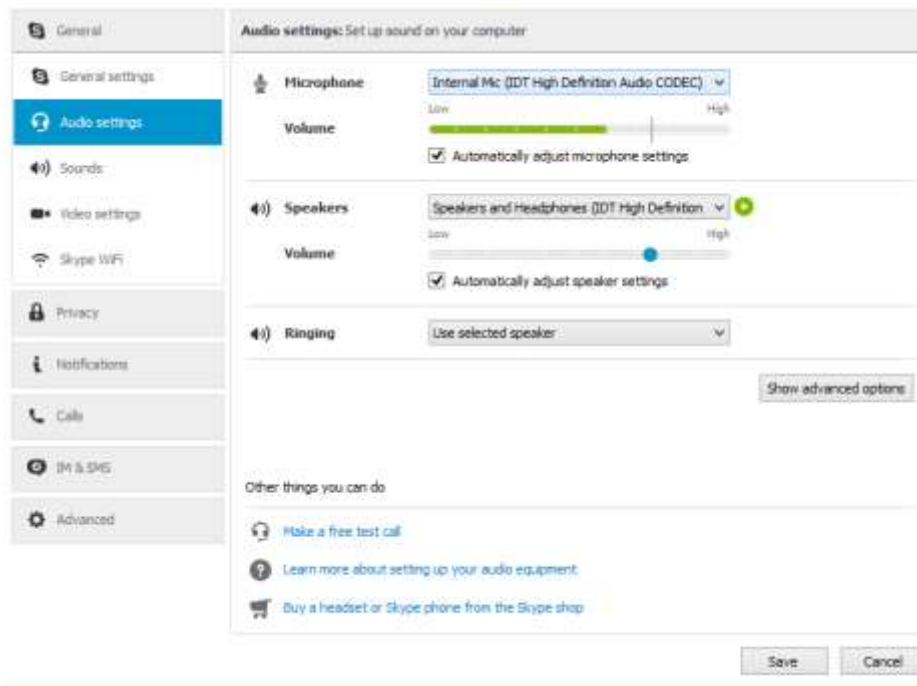
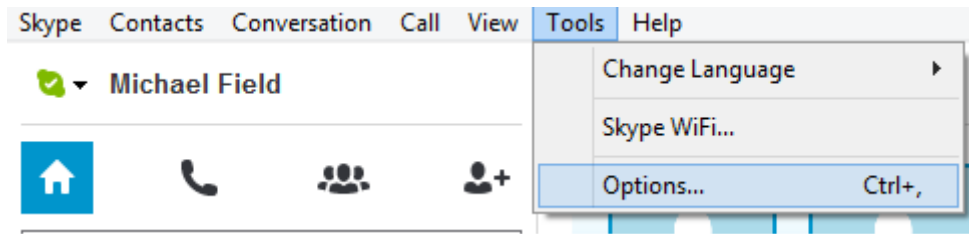
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External Microphone



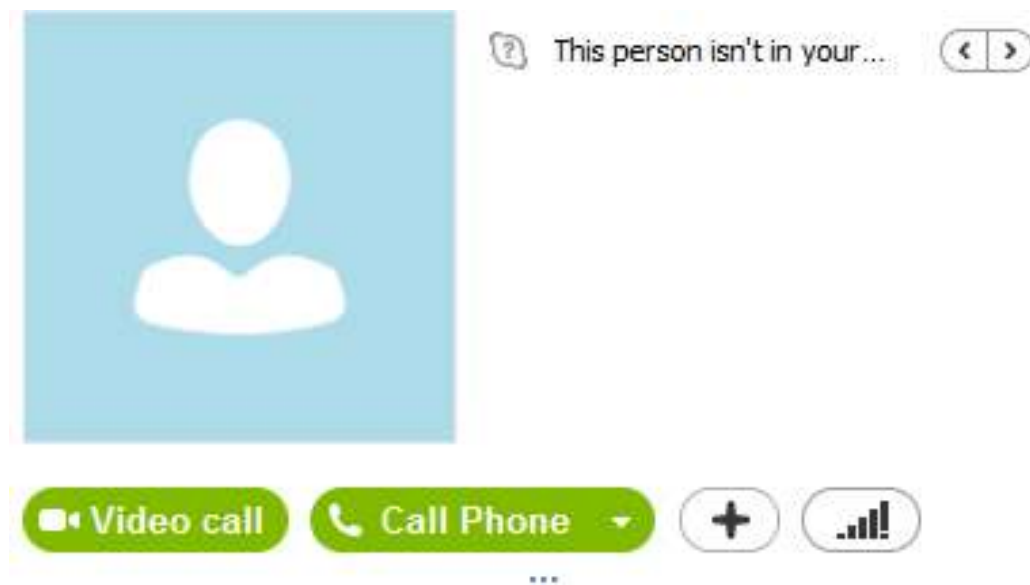
- Click tools on the top toolbar, then options
- Click the drop down next to the Microphone icon. Then select the applicable microphone

External Camera



- If the camera isn't recognized by Skype click tools
- Click "options"
- Go to video settings
- Click the external camera that applies

Making a Video Call



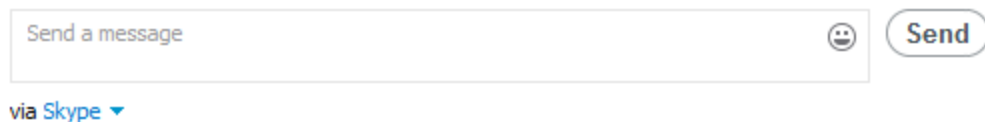
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- Click the video call button on their profile


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Send a message 

via Skype ▼

- When you have finished your message, you can either hit the enter key to send it or the send button to the right of the text bar.

