

AARTH's Digital Equity Project Training Manual



WWW.AARTH.ORG



King County

CORONAVIRUS RELIEF – KING COUNTY DIGITAL EQUITY PROGRAM

This training was made possible by AARTH and funding from King County Corona Virus Relief Digital Equity and the Veterans, Seniors & Human Services Levy Grants.



Digital Divide

The digital divide is over. These introductory workshops are designed to teach seniors computer magic in a safe and comfortable space.

Training 1

1. Turning laptop on and off
2. Logging into laptop
3. Elements of Laptop
4. Desktop Shortcuts
5. Using Chrome Browser
6. Glossary of Computer & Internet Terms
7. Browsing Internet
8. Intro to Zoom

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Elements of a Laptop



- On & Off Button
- Volume Up n Down
- Audio Jack
- USB Port
- HDMI

USB - Universal Serial Bus (**USB**) is an industry standard allows transfer of information, usually referred to as a thumb drive.

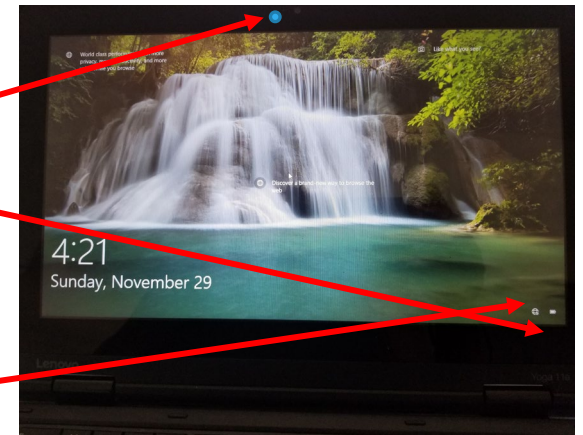
HDMI stands for High-Definition Multimedia Interface. **HDMI** cables transmit digital video and digital audio signals between devices.

Elements of a Laptop



- Power Plug
- Ethernet Port
- HDMI Port
- SSD Card

- Webcam
- Battery Level Indicator
- Wifi Access



Elements of a Laptop

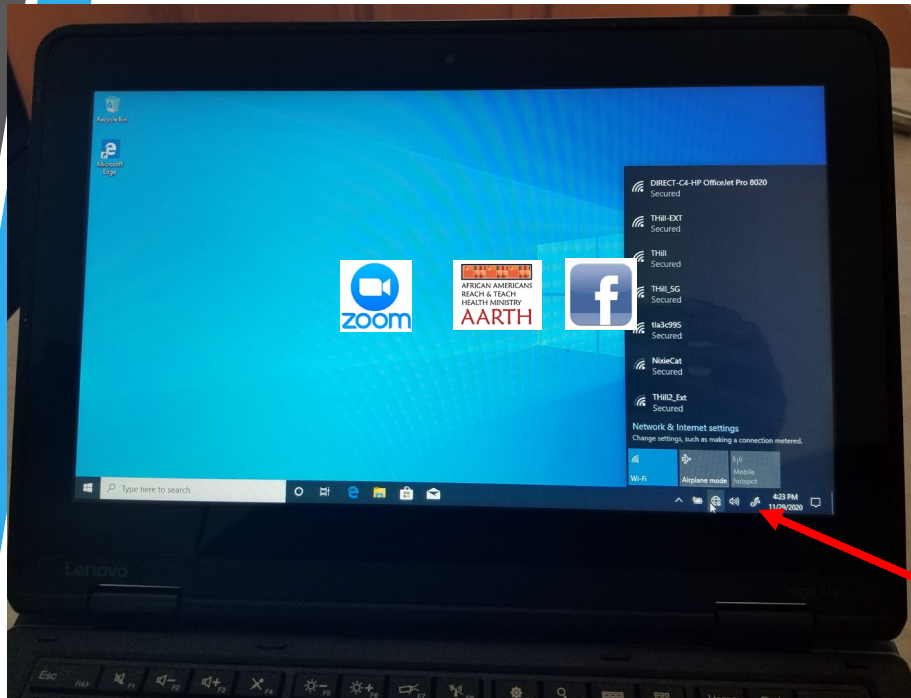


- Mouse Pad
- Charging Light



Tablet Mode

Turning on your Wifi



Your laptop has 3 shortcuts on the desktop.

1. Zoom
2. AARTH Website
3. Facebook

To access any of these shortcuts you **MUST BE CONNECTED TO WIFI.**

1. Click on the Wi-fi Icon
2. Select your Network
3. Enter your network password



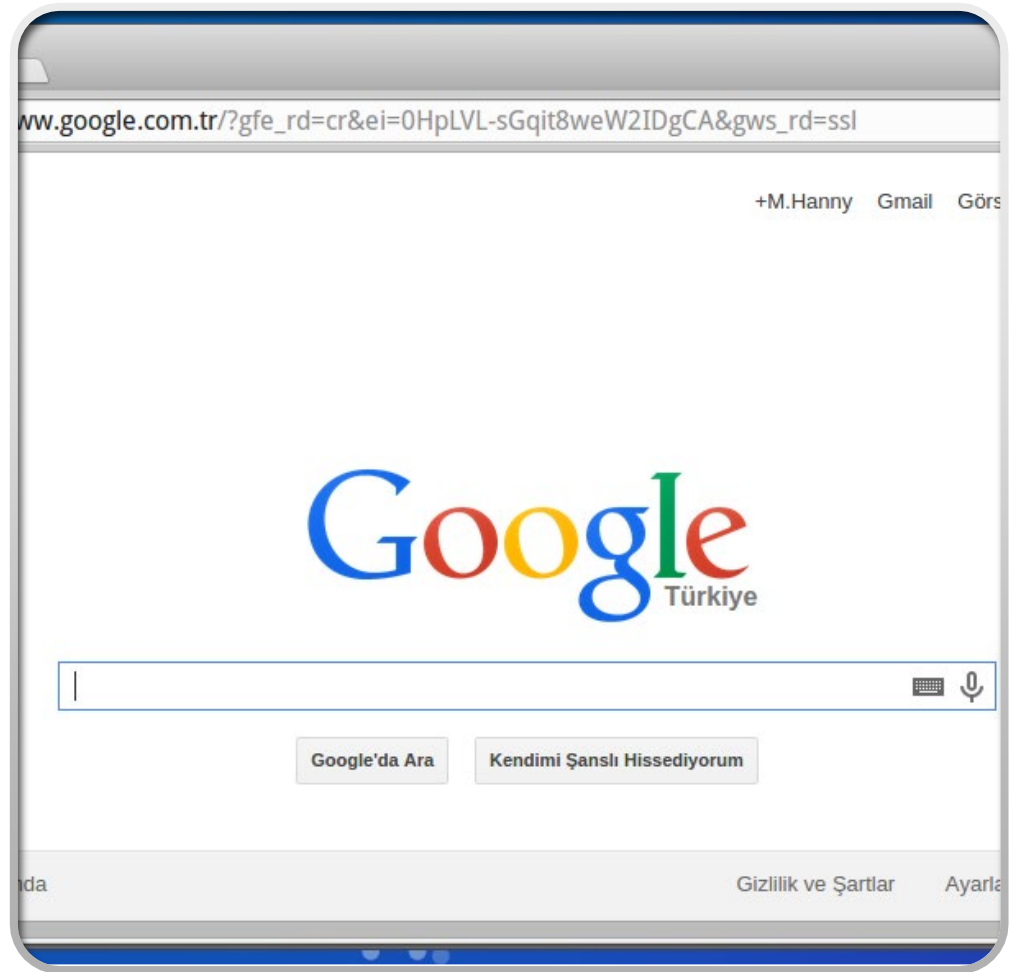
It's a good idea to place your login and passwords in one book so you can refer to them as needed.



Google Chrome Browser shortcut -takes you straight to the internet
Start Button - access other apps

Searching the Internet

- Use the search bar to find items on the internet. You can search by category or by web address
- www is the world wide web
- Let's check out the AARTH website



Computer Terms





Learning the language

To assist in being inclusive it's helpful to know the language that is being used to discuss technology. The National Institute on Aging has produced a 17 page glossary of terms which is available to download from AARTH's website.

<https://www.aarth.org/digital-equity-project>

8 Cursor

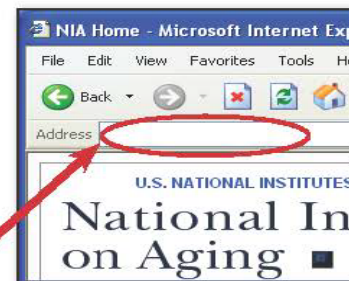
A small image on the screen indicating where you are pointing; the mouse controls the movements of the cursor. The cursor can appear in different forms, including:

-  An arrow, which indicates where you are positioned on the screen.
-  An I-beam, often blinking, which marks a place on the screen where you can enter or select text.
-  A pointing hand, which indicates that you are hovering over a link. (See **Link**.)
-  An hourglass, which indicates that the computer is doing a task. You must wait until it disappears before you can proceed.

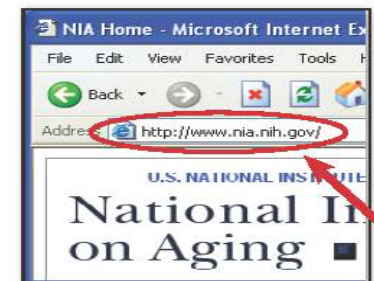
Address Box

A narrow, rectangular box in the browser window where you can type in a web address. Typing in the web address in the address box and hitting Enter on the keyboard will take you to a website.

Address Box



Web Address (URL)



Getting Started in ZOOM

Create a FREE Zoom Account at <https://zoom.us/signup>

- Host up to 100 participants
- 40-minute maximum group meetings
- Unlimited 1:1 Meetings

2 Ways to Log into Zoom

1. Click link that someone sends you
 - You can sign in to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.
2. Enter Meeting ID & Passcode



Getting to ZOOM

Video Chat: Video chat is the new way to safely connect with family, friends, church, and the community.

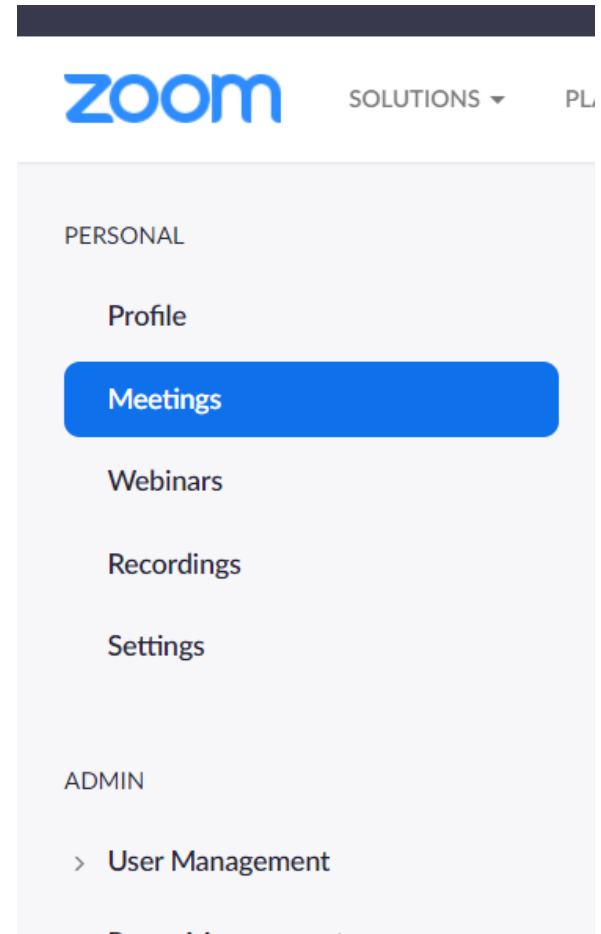
Training 2

1. Signing in to your Zoom account on the web
2. Updating your profile
3. Scheduling your first meeting
4. Starting a test meeting
5. Starting your first meeting as the host
6. Inviting others to join your meeting
7. Joining another user's meeting

Sign in to your ZOOM account

<https://zoom.us/signin>

1. Enter your email address
2. Enter password
3. Click on Profile



Updating Your Profile

REQUEST A DEMO

1.888.799.5926

RESOURCES ▾

SUPPORT

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced



Change

Delete

Twanda Hill

Twanda Hill

Account No. 3002639629

Personal Meeting ID

*** ** *072 [Show](#)

<https://us02web.zoom.us/j/2062486072?pwd=Z1c0WG1zcTVKREFwL3hFT3p>

× Use this ID for instant meetings

Sign-In Email

tw***@twandahill.com [Show](#)

Linked accounts:

License Type

Licensed ⓘ

Meeting

100 participants ⓘ

Language

English

Schedule Your 1st Meeting

One way to schedule a meeting is through the Zoom web portal Zoom client.

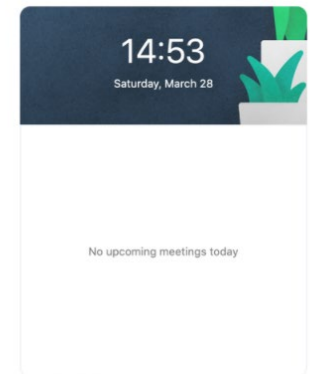
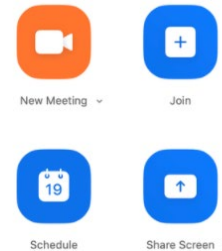
1. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.
4. Choose the date and time for your meeting.
5. (Optional) Select any other settings you would like to use.
6. Click **Save**

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting and is also available for manual download [here](#).

[Download](#)

We have already downloaded Zoom Client on your laptop and have placed a shortcut on the Desktop .



Starting a Test Meeting

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting.

1. Visit <http://zoom.us/test>.
2. Click the **Join** button to launch Zoom.

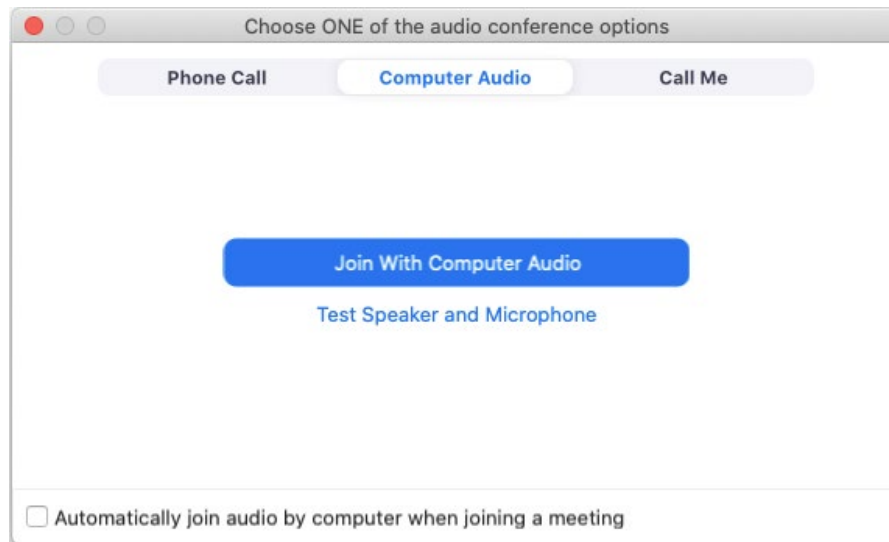
Join Meeting Test

Test your internet connection by joining a test meeting.

Join

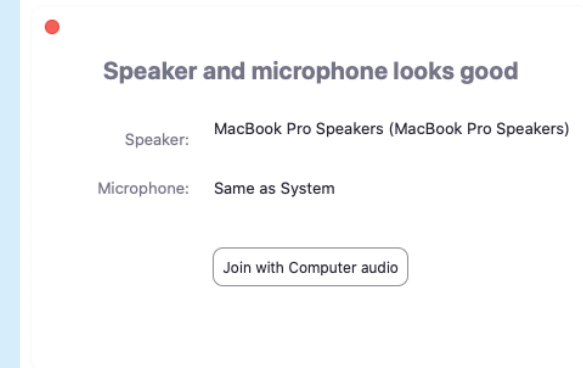
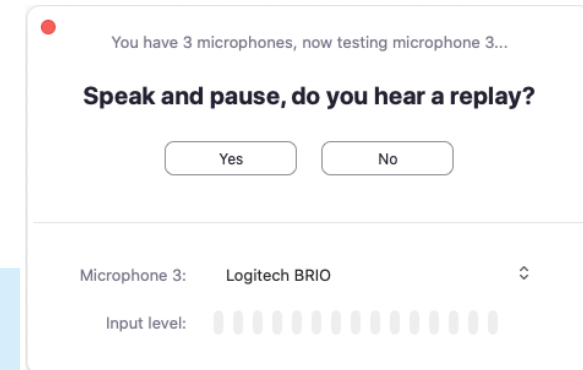
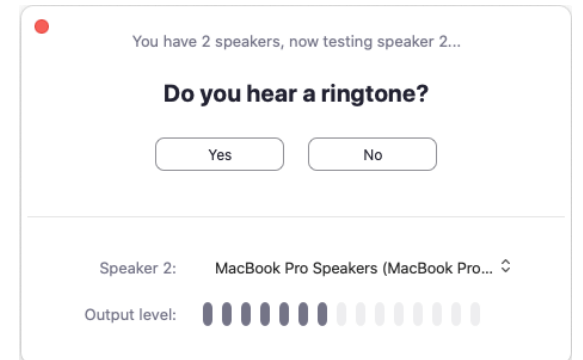
We are already in a Zoom meeting but feel free to use this link to practice entering a Zoom meeting.

2. The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



If you have the Zoom desktop client installed on your computer, click Open zoom.us to launch Zoom. If you don't have the Zoom desktop client installed on your computer, click download and run Zoom to download, install, and then run Zoom.

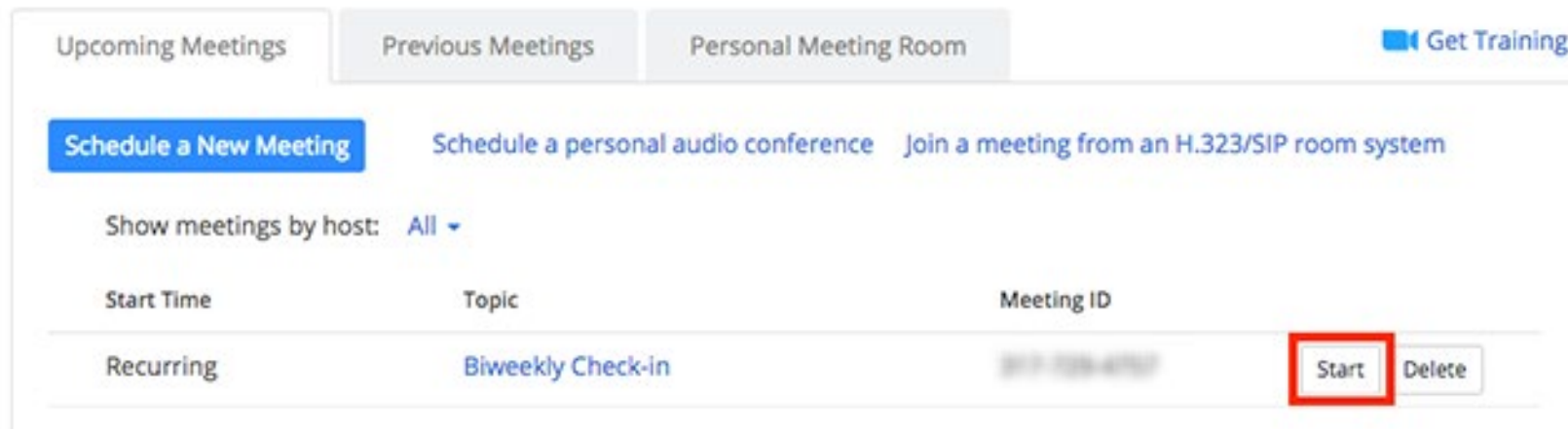
If you cannot download or run the Zoom desktop client on your computer, click join from your browser.



First Meeting as Host

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click **Start** by the meeting name. You can also start your meetings from the Zoom web portal.

1. Login to [My Meetings](#).
2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.
3. The Zoom client should launch automatically to start the meeting.



The screenshot shows the Zoom web portal interface. At the top, there are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room'. A 'Get Training' link is visible in the top right. Below the tabs, there are three buttons: 'Schedule a New Meeting' (highlighted in blue), 'Schedule a personal audio conference', and 'Join a meeting from an H.323/SIP room system'. A dropdown menu shows 'Show meetings by host: All'. Below this is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The first row shows a meeting with the topic 'Biweekly Check-in' and a 'Start' button highlighted with a red box, along with a 'Delete' button.

Start Time	Topic	Meeting ID	
Recurring	Biweekly Check-in	917 786 4787	Start Delete

Invite Others to Join You

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking **Copy Invitation**.

My Meetings > Manage "All Hands"

Start this Meeting

Topic	All Hands
Time	Sep 29, 2017 9:45 AM Central Standard Time (US and Canada) Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s) Show all occurrences
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	[REDACTED]
Invite Attendees	Join URL: https://kczoomtest.zoom.us/j/[REDACTED] Copy the invitation
Video	Host Off

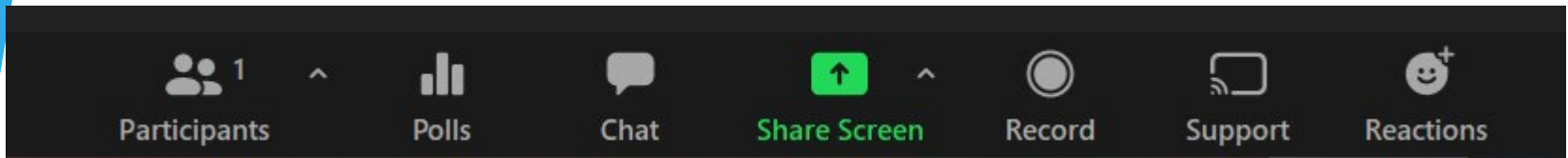
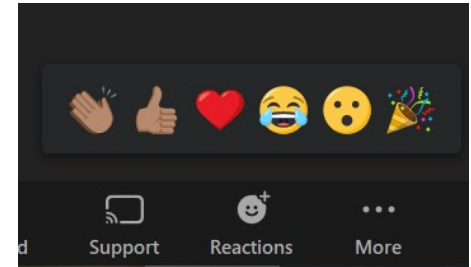
Joining Others Meeting

There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID and passcode.

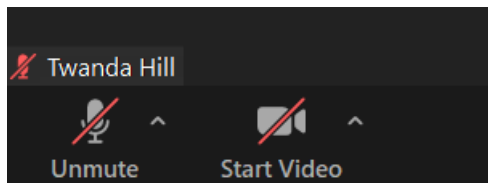


Join

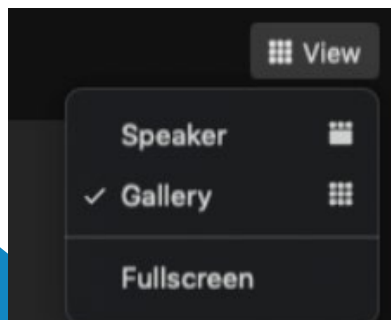
Zoom Extras



While on a Zoom meeting you can still communicate by using the **Chat** feature or by sending a **Reaction**.



Muting your mic is a great idea if you are not speaking. If you have to answer a quick question, you can press the space bar and hold it while you speak, similar to a walkie talkie.



Speaker View: Allows you to see the speaker only
Gallery View: Allows you to see everyone in the meeting. Click view in top corner of screen and select your view.



Face – it Facebook

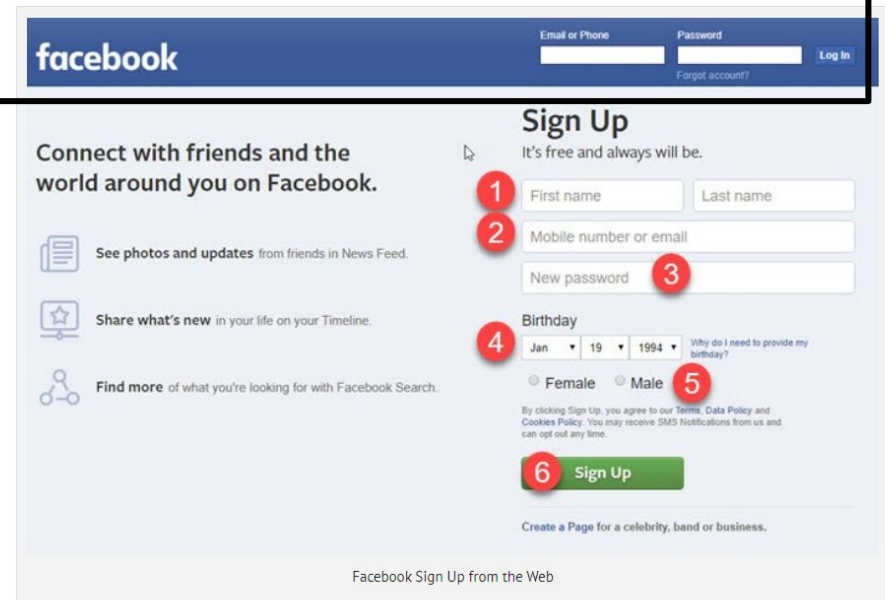
It's not just for kids. Learn how to use Facebook and see the many happenings

Training

1. Create your Facebook account
2. Set-up Profile
3. Posting
4. Find Friends
5. Interactions on Facebook
6. Safety & Privacy
7. Facebook Messenger & Video Chat

Create your Facebook account

1. First and last name.
2. Phone number or email as your primary login.
3. Password – enter a strong password that you can remember.
4. Birthday
5. Gender
6. Tap or click **Sign Up**.



The screenshot shows the Facebook Sign Up page. At the top, there is a blue header with the Facebook logo and a 'Log In' button. Below the header, there are two input fields for 'Email or Phone' and 'Password', with a 'Log In' button to the right. Below these fields, there is a 'Forgot account?' link. The main content area is titled 'Sign Up' and includes the text 'It's free and always will be.' Below this, there are six numbered steps overlaid on the form fields: 1. First name and Last name; 2. Mobile number or email; 3. New password; 4. Birthday (with a dropdown menu for month and year); 5. Gender (with radio buttons for Female and Male); 6. Sign Up (a green button). Below the form fields, there is a link to 'Create a Page for a celebrity, band or business.' At the bottom of the page, there is a footer that reads 'Facebook Sign Up from the Web'.

At the end of the process, you will be asked for your mobile phone number or an email where Facebook will send you a confirmation instructions. This step is to ensure that this is a valid account application.

Set-up Profile

Profile Picture

Edit



Set up a profile for yourself. Let the world know who you are! You can share your life's accomplishments: family, education, work and other activities, such as travel adventures, interests, and hobbies.

You can also edit and update your profile.

Cover Photo

Edit








Bio

Add

Describe yourself...

Customize Your Intro

Edit

-  chief Visionary at Twanda Hill & Associates
-  Former Events Planner at Seattle Tennis Club
-  Studied Sports Management at WSU Pullman
-  Went to Roosevelt High School
-  From New York, New York

Posts



Posts can consist of photos, text, live video or life events

Posts About Friends 1392 Photos Archive More ▾ Edit Profile 🔍 ...

Intro

- chief Visionary at Twanda Hill & Associates
- Former Events Planner at Seattle Tennis Club
- Studied Sports Management at WSU Pullman
- Went to Roosevelt High School
- From New York, New York
- In a relationship

What's on your mind?

Live Video Photo/Video Life Event

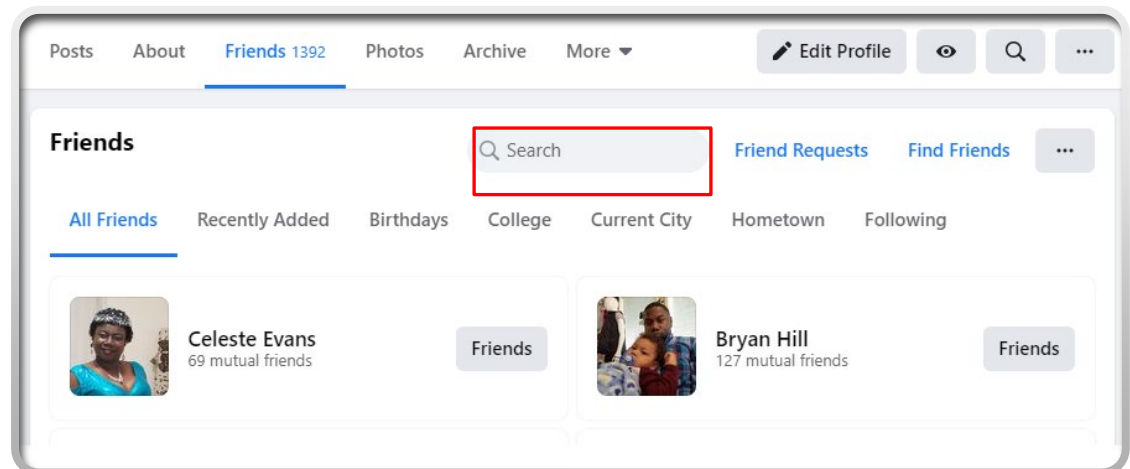
Posts Filters Manage Posts

List View Grid View

Twanda Hill
November 26 at 6:58 PM · 🌐

Find Friends

- Adding Friends or “friending” is an essential Facebook step. To stay connected with other people you need to have Facebook “friends.”
- There are several ways to add friends but as a beginner use this simple step. To add a friend:
- Enter your friend’s name, email or mobile phone number in the top search bar
- Select their name to confirm details about the friend. Make sure it is the right “friend.” Their picture should help.



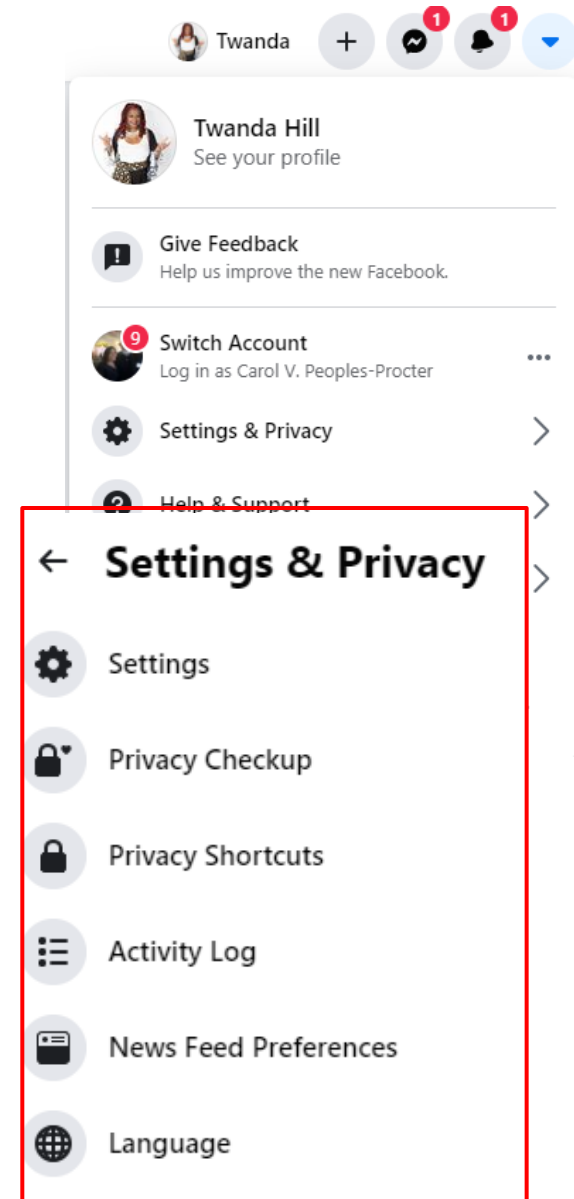
Interactions

As you read the posts and photos shared by your friends, one of the most basic ways to engage with the information is to simply “Like” the update. It is a simple way to provide feedback to your friend and tell them that you engaged with the information. Below a post that you wish to respond to, press the Like (Thumbs Up) icon to get a selection of responses including Like, Love, Haha, Wow, Sad & Angry



Safety & Privacy

1. Keep your friends list to real friends. This way you can generally share information with friends.
2. Understand that when you share or post, you can share with friends or the public. If you feel confident with your friends list, it makes sharing easier.
3. Don't share identity data. For example, don't share your birth date or if you choose to share your birth date, you do not have to share the year.
4. Generally don't share location information.
5. Use the Settings & Privacy menu to take a privacy checkup.
6. Use this function regularly to identify who sees your information.



Facebook Menu Bar



Search Facebook

Search for friends, pages, organizations



Home



Pages



Watch Videos



Marketplace



Groups



Twanda



Create



Messenger



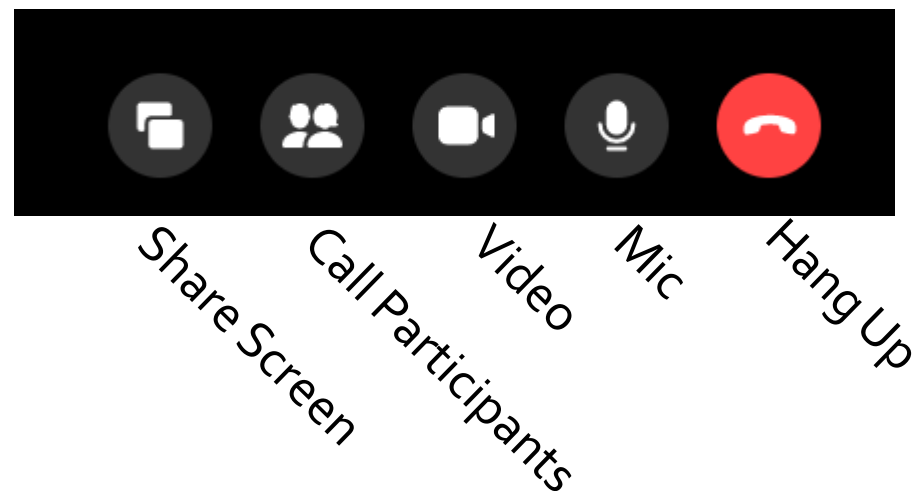
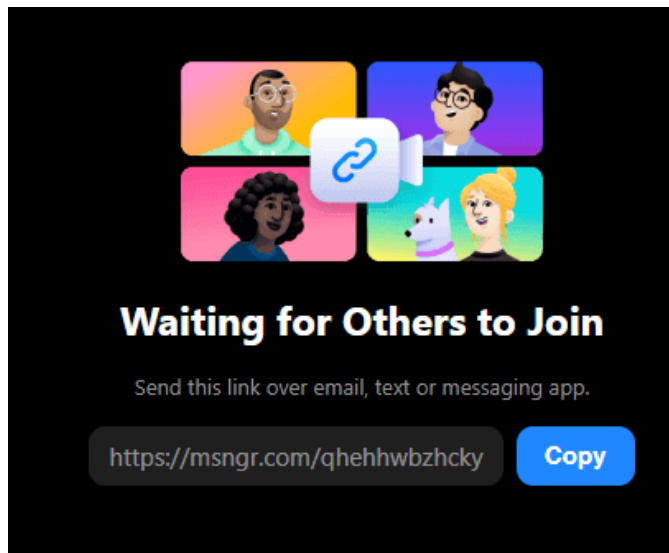
Notifications



Account

Facebook Messenger & Video Chat

Messenger an instant **messaging** service owned by **Facebook** that **allows you** to chat with friends and family.



AARTH's Digital Equity Project

Thank you for participating .

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Remember to check out www.aarth.org and sign up to attend more FREE workshops.



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