

2014

Technology Resource Guide and Classes for Seniors: Barrington Senior Center

Evan Beck, Alana Peoples, Gabby Reardon
SOAR Leadership Program

Arnold Robinson
Community Partnerships Center, cpc@rwu.edu

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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.

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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

The Google logo is centered on the page. It consists of the word "Google" in its signature multi-colored font: 'G' is blue, the first 'o' is red, the second 'o' is yellow, 'g' is blue, 'l' is green, and 'e' is red. A small "TM" trademark symbol is positioned to the upper right of the 'e'.

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

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

bing™

Beta

SMT-INFO|



show all only from Indonesia

Youtube Downloader App

Home Downloads Help

You Tube Worldwide English Sign Up QuickList (0) Help Sign In

Broadcast Yourself™

Home Videos Channels Community

Videos Search advanced Upload

Videos being watched right now...

01:10 04:58 01:42 03:45 01:31

Advertisement

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Retard Mascot: Lost... [PaulTelner](#)

Nobel Prize in Lite... [thenobelprize](#)

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Featured Most Viewed Most Discussed Top Favorites

"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

Back Forward Reload

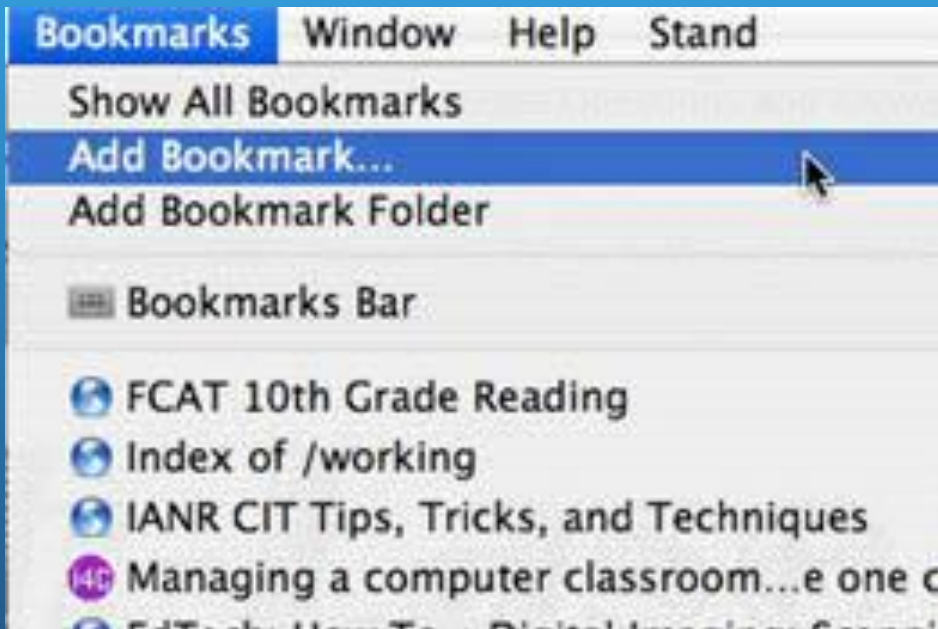
Step 1

Stream URL:

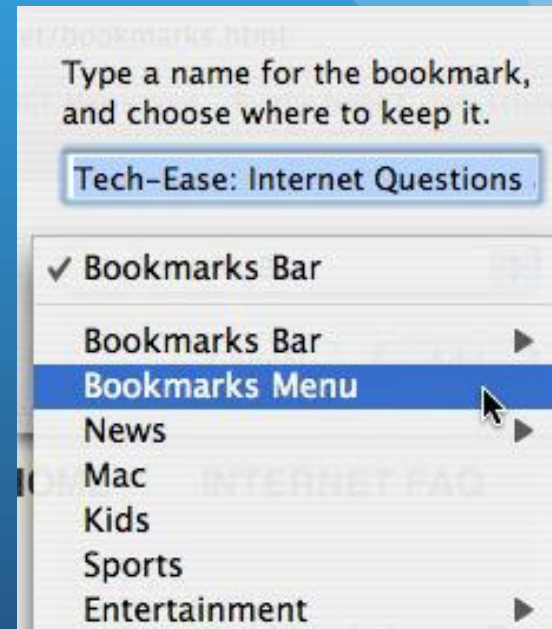
Select Stream

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



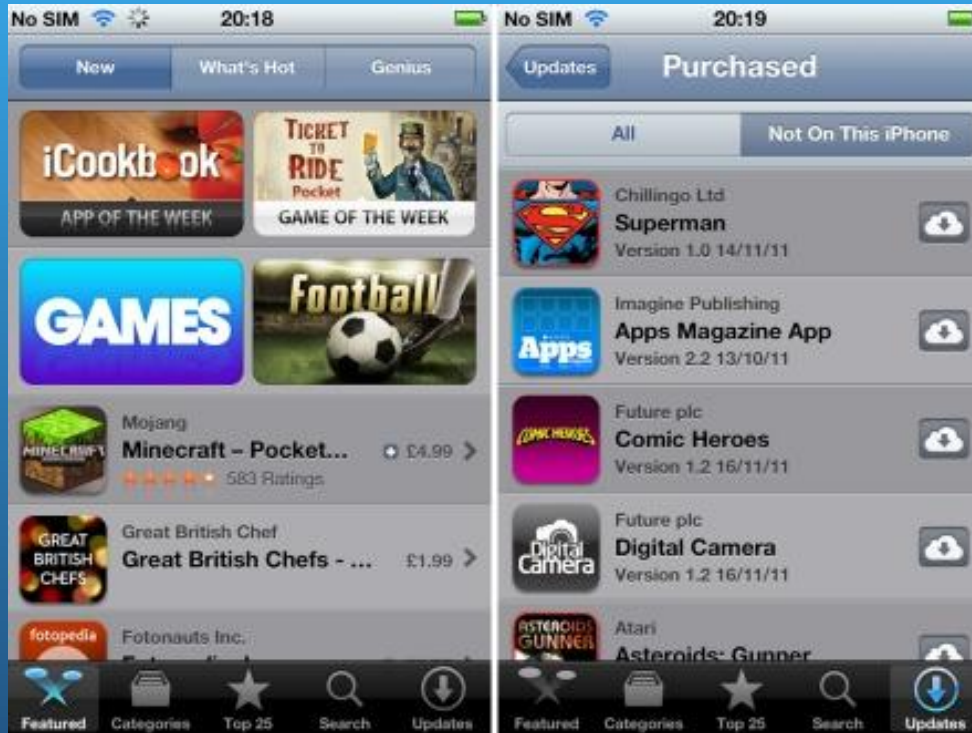
Apple Folders



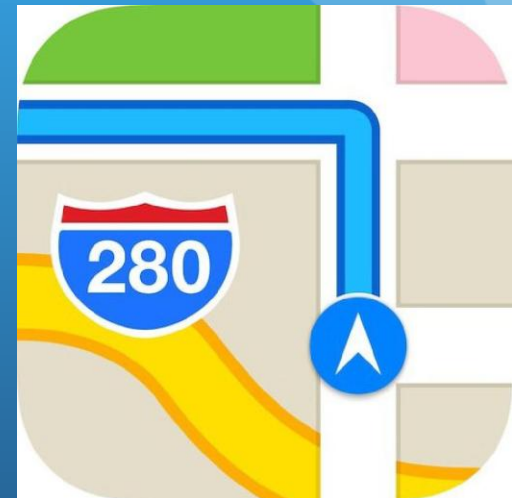
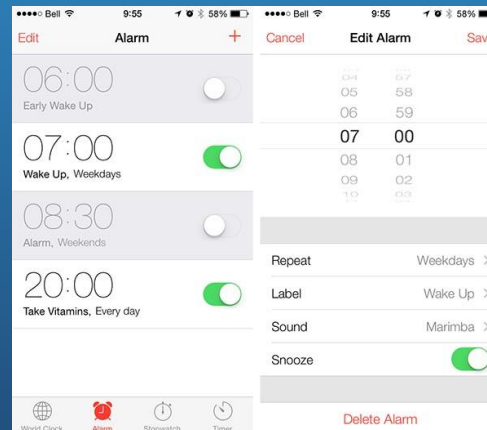
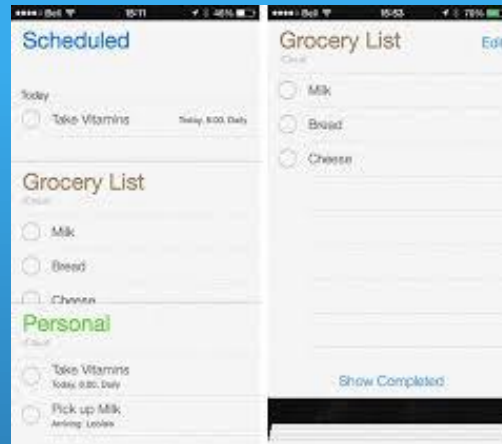
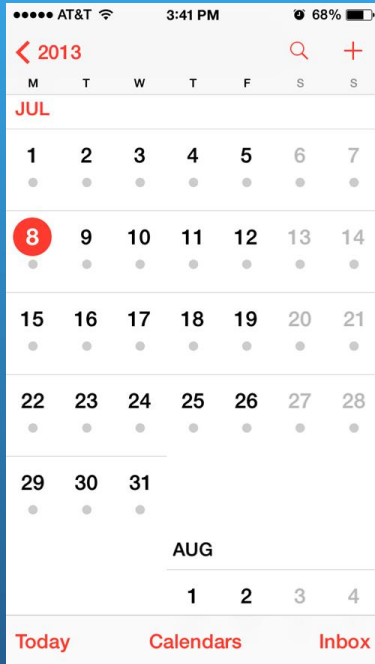
Social Media



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 Leitao

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
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

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

NEW
Tide
SIMPLY CLEAN & FRESH™

- ✓ DIRT OUT.
- ✓ ODOR OUT.
- ✓ LOW PRICE.

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Ad Feedback | Ad Choices

• Make AOL my homepage •

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?

Click on:
Get a Free
Username
Under the
SIGN IN button

The screenshot shows a web browser window with the AOL login page. The address bar displays the URL: 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. The browser's address bar also shows several bookmarks: Apps, AOL Mail, Facebook, gmail, myRWU Campus Po..., Bridges, Google, Org Sync RWU Home, Physics Online, and The Barefoot Histori... The AOL logo and a help link are visible at the top of the page. The main content area features a large advertisement for Disney FastPass+ with a background image of a young boy laughing. The ad text reads: "Disney FastPass+ Reserve a teacup from your couch!". Below this, there is a video player with a play button. To the right of the ad is the AOL login form, which includes fields for "Username or Email" and "Password", a "Forgot password?" link, a "Remember Me" checkbox, and a blue "Sign In" button. Below the "Sign In" button, there are two links: "Get a Free Username" and "Try a Premium AOL Plan". A black arrow points from the "Get a Free Username" link towards the right. At the bottom of the page, there is a footer with the text: "AOL Inc. | Privacy Policy | Terms of Service | About Our Ads | Site Map | Help © 2014 AOL Inc. All Rights Reserved." The Windows taskbar is visible at the bottom of the screen, showing icons for Internet Explorer, Google Chrome, File Explorer, HP, Microsoft Word, Microsoft PowerPoint, and Adobe Reader. The system tray in the bottom right corner shows the time as 3:38 PM on 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=txtlnkuswebr00000073

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

- 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

AOL | Sign Up

https://new.aol.com/productsweb/?promocode=827692&ncid=txtlnkuswebr00000073

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™

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

Windows taskbar: 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

AOL | Sign Up

https://new.aol.com/productsweb/subflows/FreeMemberRegistration/FreeAolRegistrationAction.do

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](#)

Congratulations!

Here is your account information

Your free AOL Mail address <small>Works on your smart phone or tablet too!</small>	jleitao913@aol.com
Your AOL username	jleitao913
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

[Print this page](#) [Go to AOL Mail](#)

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AOL.com
aim™

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

Windows taskbar: 3:56 PM 4/9/2014

AOL Mail

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

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

AOL Mail. SEARCH

Home Mail TV Heart jleita0913 Sign Out Options

59° F 57° H 35° L Bristol, RI Edit

0 New Messages

TOP STORIES

Welcome to AOL Mail!

Make yourself at home in your new inbox.

[Click on the Quick Tips to learn more](#)

[GET STARTED](#)

Today on AOL

- Inbox
- Drafts
- Sent
- Spam
- Trash

START CHATTING

Keep me signed in

AIM works with Facebook Chat!

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 for 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 main header features the AOL Mail logo, a search bar with a "SEARCH" button, and user information for "jleitao913" with links for "Sign Out" and "Options". A weather widget shows "59° F" with a sun and cloud icon, "57° H | 35° L", and "Bristol, RI" with an "Edit" link. On the left side, there is a sidebar with navigation icons for EMAIL, IM, TEXT, and CHECK, a "Search Mail" input field, and a "Today on AOL" section with links to Inbox, Drafts, Sent, Spam, and Trash. Below the sidebar is an AIM chat section with a "START CHATTING" button, a "Keep me signed in" checkbox, and a Facebook integration link. The main content area is titled "TOP STORIES" and features a carousel of articles. The first article is titled "THE 10 MOST FATTENING FOODS IN..." and includes an image of a bag of food. The second article is titled "SHE DOESN'T LOOK LIKE THIS ANYMORE" and features a photo of a woman. The third article is titled "PROM PHOTO DEFINITELY DID NOT GO AS PLANNED" and features a group photo of teens. On the right side, there is an advertisement for TurboTax, showing a large "\$0" and the text "Prepare, print & e-file for: Start for Free".

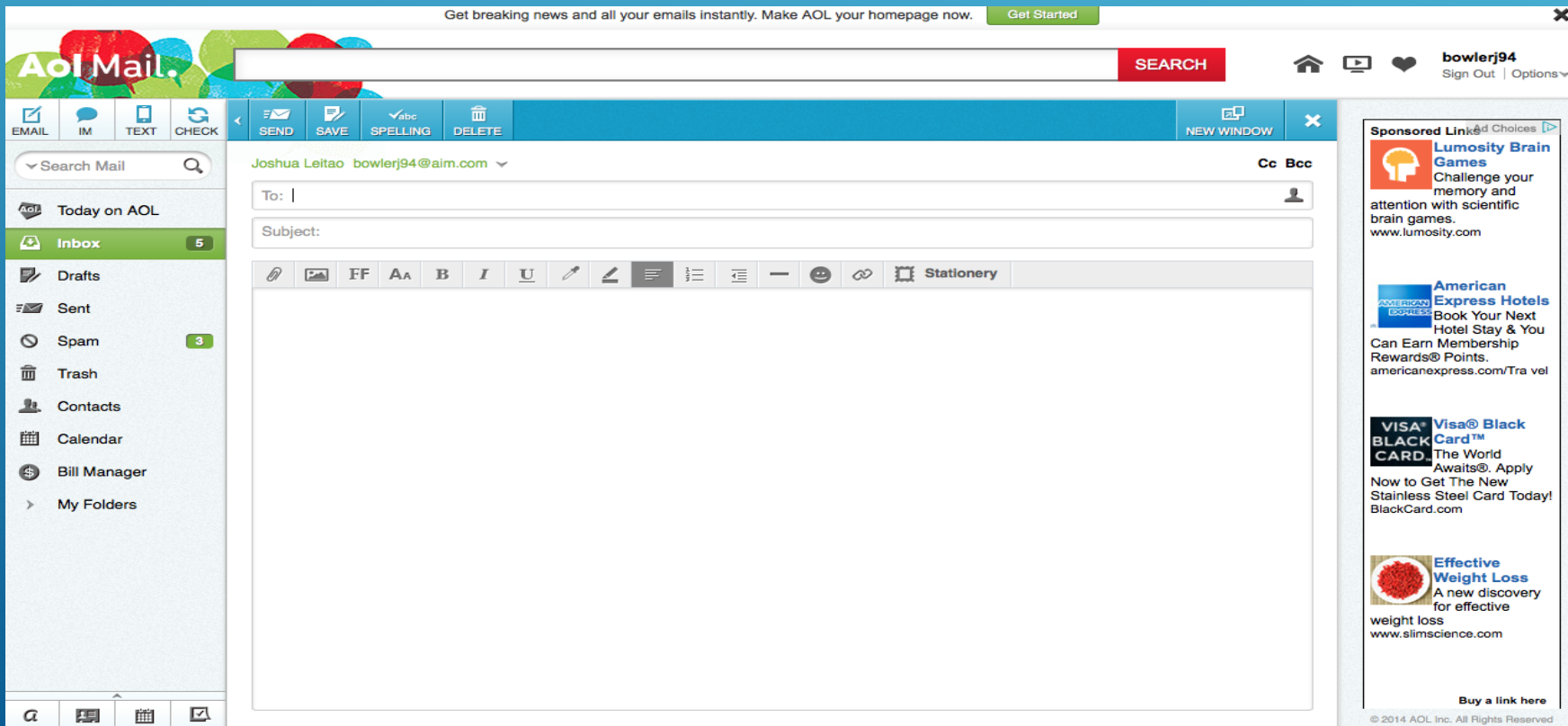
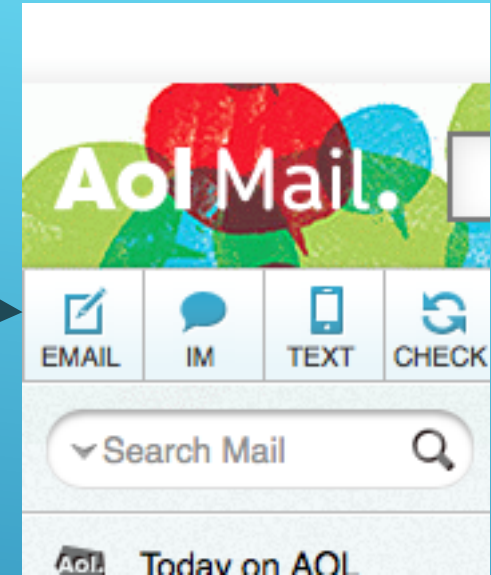
INbox

The screenshot displays an AOL email inbox interface. At the top, there are navigation buttons for EMAIL, IM, TEXT, and CHECK. Below these are ACTION, DELETE, and SPAM buttons. On the right side of the top bar, there are dropdown menus for 'All 20' and 'Customize'. A search bar labeled 'Search Mail' is positioned on the left side of the main content area. The left sidebar contains a list of folders: Today on AOL, Inbox (with a green badge showing 5), Drafts, Sent, Spam (with a green badge showing 3), Trash, Contacts, Calendar, Bill Manager, and My Folders. The main content area shows a list of emails. The first email is a sponsored message from TurboTax. The subsequent emails are from Facebook, Sallie Mae, Amazon Local, Amazon.com, Olympia Sports, greatlakes, Great Lakes, Amazon.com, auto-confirm, Amazon.com, Federal Student Aid, and customercare. Each email entry includes a checkbox, the sender, the subject, and the date.

	FROM		SUBJECT	DATE
<input type="checkbox"/>	Facebook	<i>i</i>	Chris Haines tagged you on Facebook	11:26 am
<input type="checkbox"/>	Sallie Mae		Joshua, No Payments While In School	8:54 am
<input type="checkbox"/>	Amazon Local		The Big Apple Circus Guided Kayak Tour and 1 more	6:27 am
<input type="checkbox"/>	Amazon.com		Pathologies of Power: Health, Human...	3:57 am
<input type="checkbox"/>	Olympia Sports		BOGO 50% OFF* FOOTWEAR!	Tue Apr 8
<input type="checkbox"/>	greatlakes		Great Lakes National Scholarship Program	Mar 29
<input type="checkbox"/>	Great Lakes		We're offering \$2,500 scholarships to science, technology, engineering,...	Feb 18
<input type="checkbox"/>	Amazon.com		Your Amazon.com order of "Aria-Black/White Credit..." has shipped!	Feb 18
<input type="checkbox"/>	auto-confirm		Amazon.com order of Aria-Black/White Credit...	Feb 16
<input type="checkbox"/>	Amazon.com		Amazon.com Password Assistance	Feb 16
<input type="checkbox"/>	Federal Student Aid		FAFSA for 2014-2015 Processed Successfully	Jan 28
<input type="checkbox"/>	customercare		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 Leitao bowlerj94@aim.com  Cc Bcc

To: mohara029@g.rwu.edu, 

Subject: Miss You

  FF AA B I U          Stationery

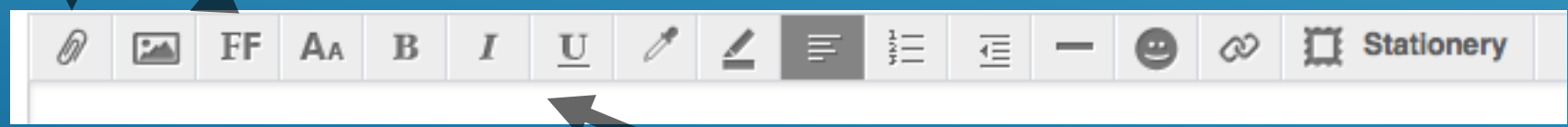
Hey Michele!

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

<input type="checkbox"/>	FROM	<i>i</i>		SUBJECT	DATE
<input type="checkbox"/>	O'Hara, Michele			Re: Miss You	3:54 pm

The screenshot shows the AOL Mail web interface. At the top, there's a navigation bar with the AOL Mail logo, a search bar, and user information for 'bowlerj94'. Below this is a toolbar with icons for Reply, Reply All, Forward, Action, Delete, and Spam. The main content area displays an email thread titled 'Re: Miss You' from O'Hara, Michele. The email body contains a conversation between Michele and Josh. On the right side, there is a red promotional banner for Verizon Wireless and Verizon Fios, offering a \$20 discount for 2 years. The footer of the page includes the copyright notice '© 2014 AOL Inc. All Rights Reserved'.

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

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

EMAIL IM TEXT CHECK

REPLY REPLY ALL FORWARD ACTION DELETE SPAM

Search Mail

Re: Miss You 1 min ago

O'Hara, Michele to you [show details](#)

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

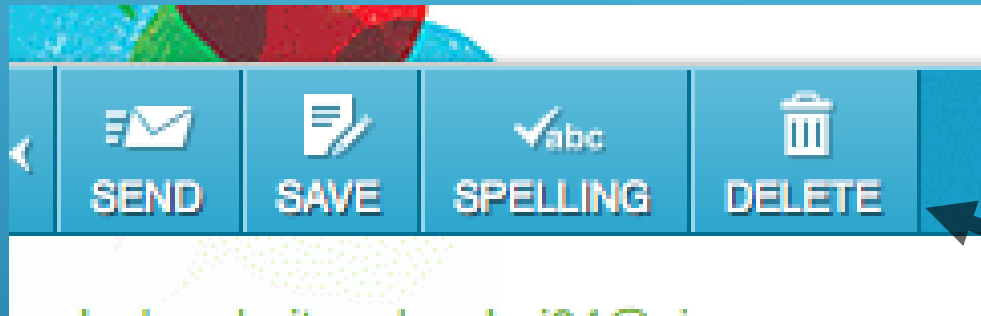
DOUBLE UP & Save

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

VERIZON WIRELESS + VERIZON FIOS*

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WHEN YOU'RE READY.... SEND



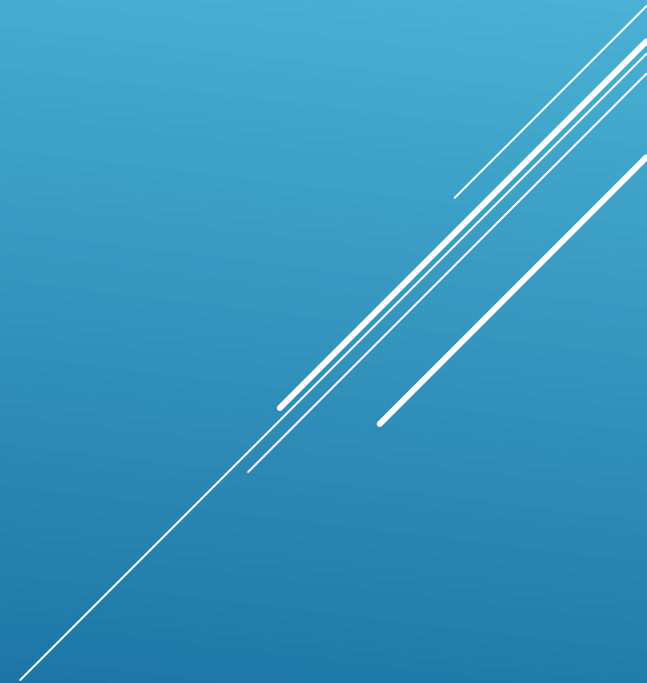
You can also delete any unwanted emails or advertisements here

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.

The screenshot shows the account creation form for Skype. It is divided into two main sections: a top section for basic identification and a bottom section for profile information.

Top Section:

- First name***: Text input field.
- Last name***: Text input field.
- Your email address***: Text input field.
- Repeat email***: Text input field.
- Note: no-one can see your email address.

Profile information section:

- Note: anyone on Skype can see your profile information.
- Birth day**: Three input fields for Day (dropdown), Month (dropdown), and Year (text).
- Gender**: Dropdown menu with "Select" as the current option.
- Country/Region***: Dropdown menu with "United States" as the current option.
- City**: Text input field.
- Language***: Dropdown menu with "English" as the current option.
- Mobile phone number**: A dropdown menu for the country (currently "United States" with a flag icon) followed by a "+1" and a text input field for the number.
- Note: only your contacts can see your mobile number.



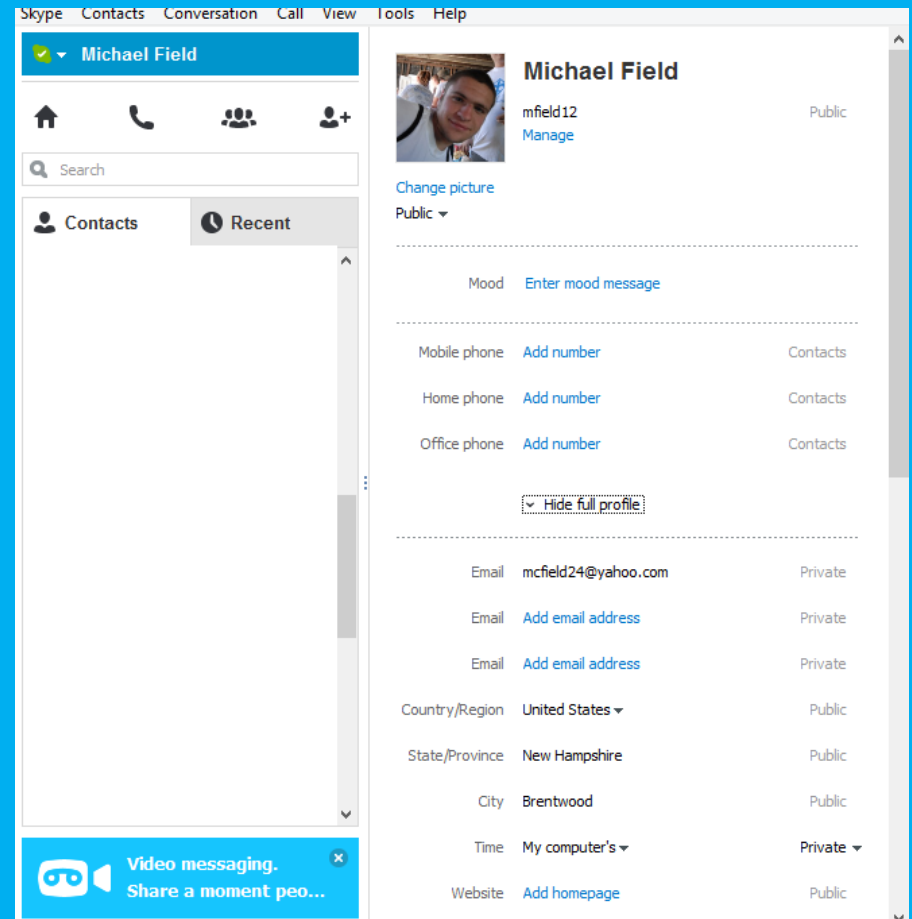
Logging In

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



Editing Your Account

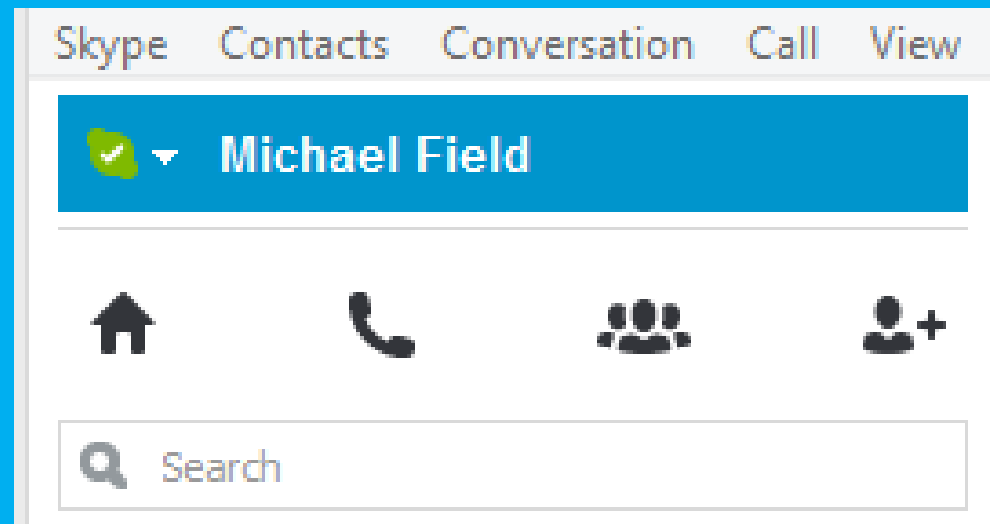
- Click your name in top left corner.
- Click show full profile.
- Edit items within.





Finding Friends

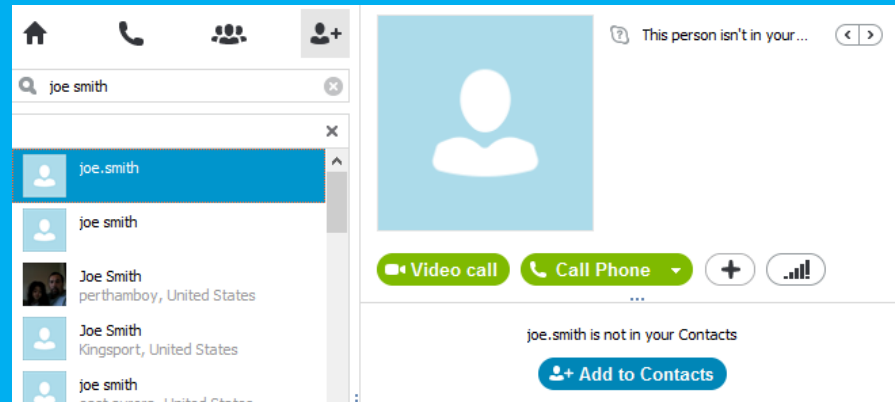
- Click search and type in the name of a contact.
- Click on their profile to interact





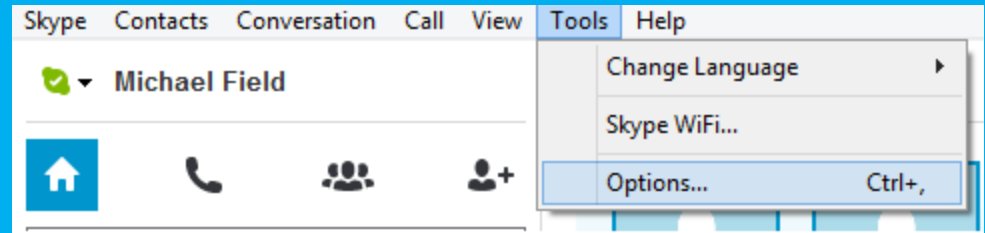
Adding Friends

- 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

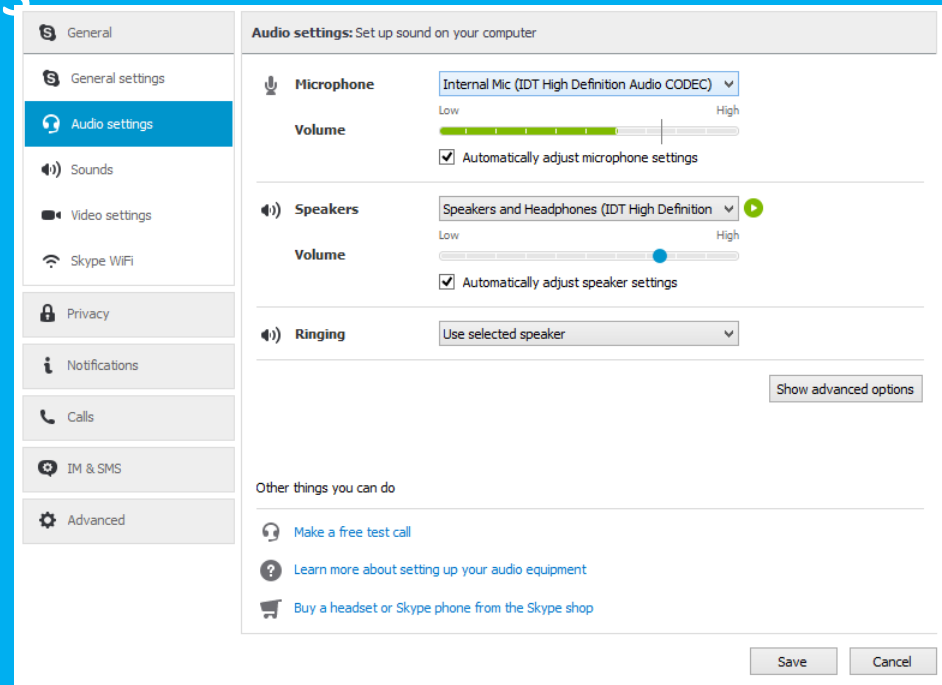




External Microphone



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





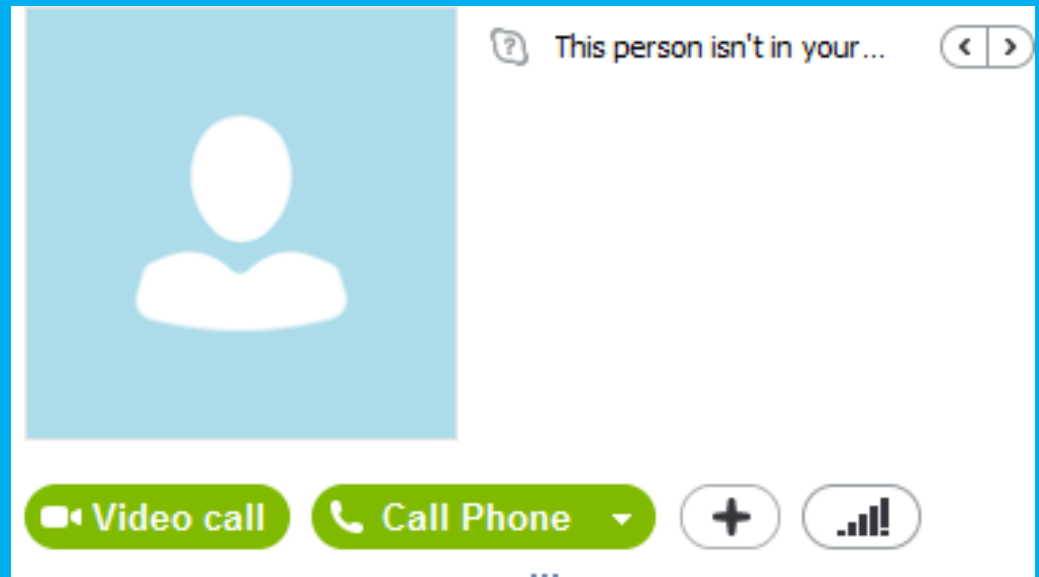
External Camera

- 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





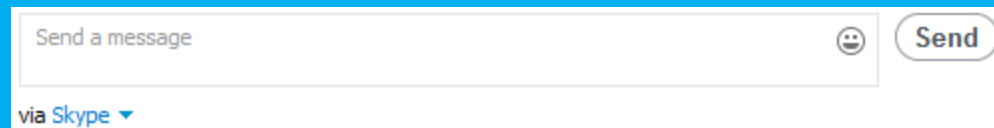
Answering a Video Call

- 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.





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

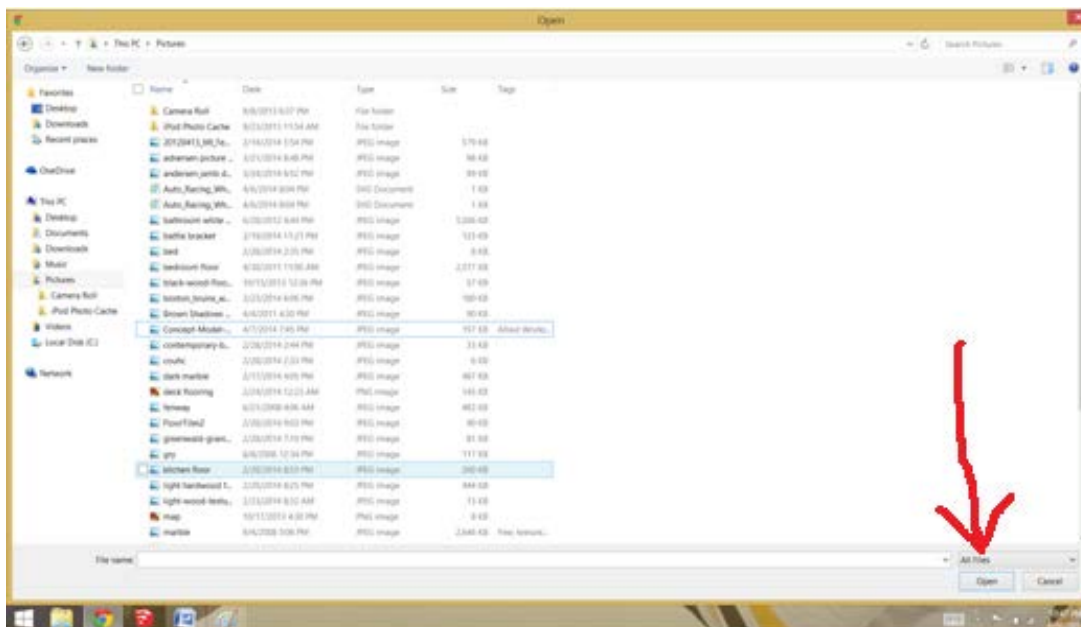
Photosharing & Skype Support

Sharing Photos from your computer

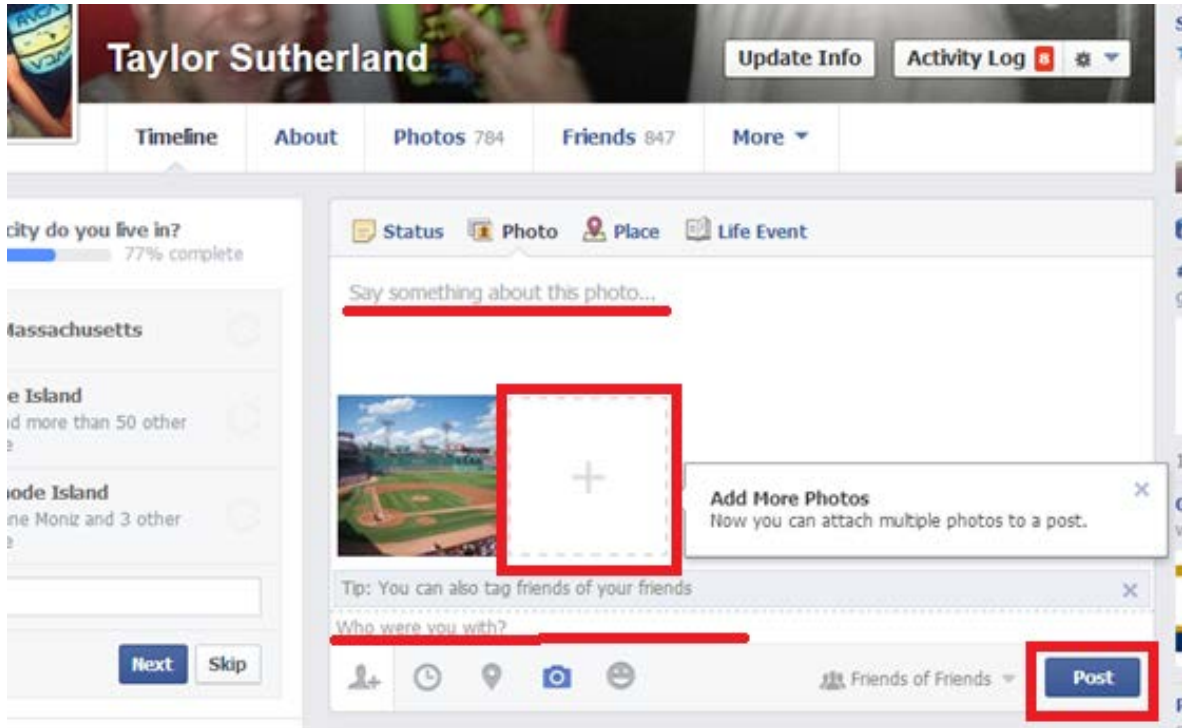
1. Sharing Photos on Facebook
 - a. Log in to your Facebook account
 - b. Go to your Facebook profile
 - c. In the box where it allows you to post a status, click “Photo”



- 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

- a. Log into your email account (Gmail, Yahoo, Outlook, etc.)
- b. Click “Compose” to create a new Email.
- c. Click the “Attach files” button.
- d. Find the photos in their designated folder on your computer and click “Open”
 - i. 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.
- e. 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.

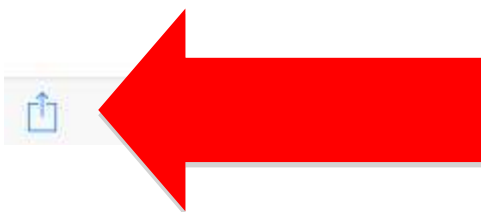


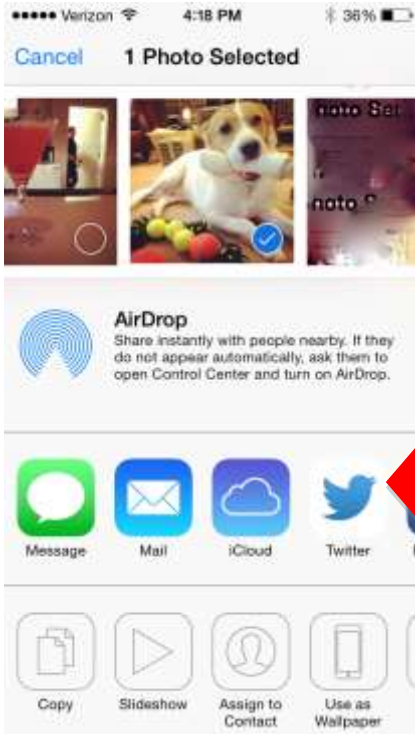
Once in Photos, select the photo you want to share via email, text message, or on Facebook.



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

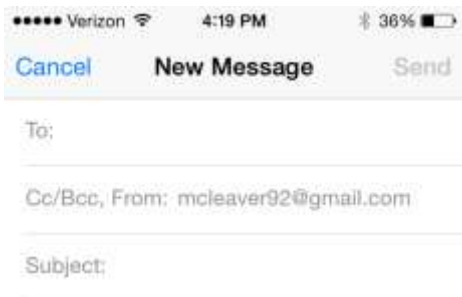
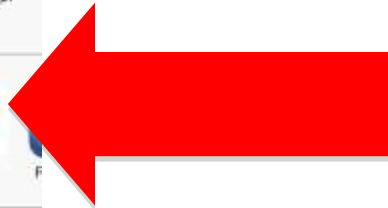
Click on the icon that looks like a square with an arrow pointing upwards on the bottom left-hand corner.



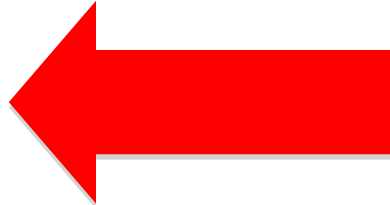
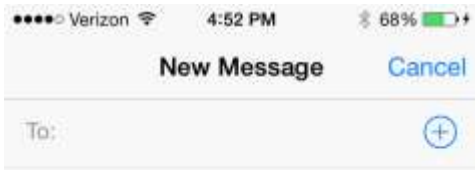


After hitting the icon on the bottom left of the screen, a page similar to this will pop up with the photo you selected displaying a blue check mark.

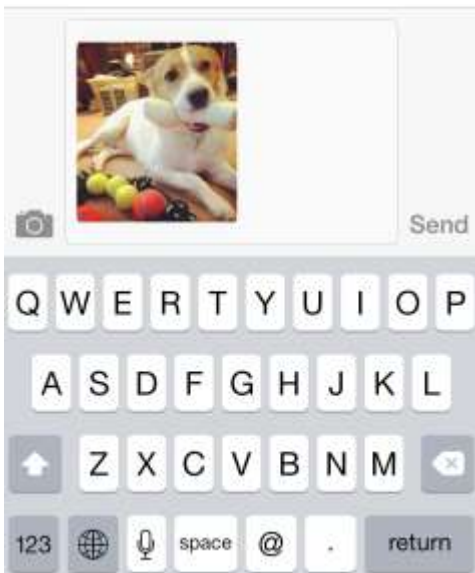
Here you can click on icons including Messages, Mail, and Facebook to share your photo.



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

First name*	Last name*
<input type="text"/>	<input type="text"/>
Your email address*	Repeat email*
<input type="text"/>	<input type="text"/>

Note: no one can see your email address.

Profile information

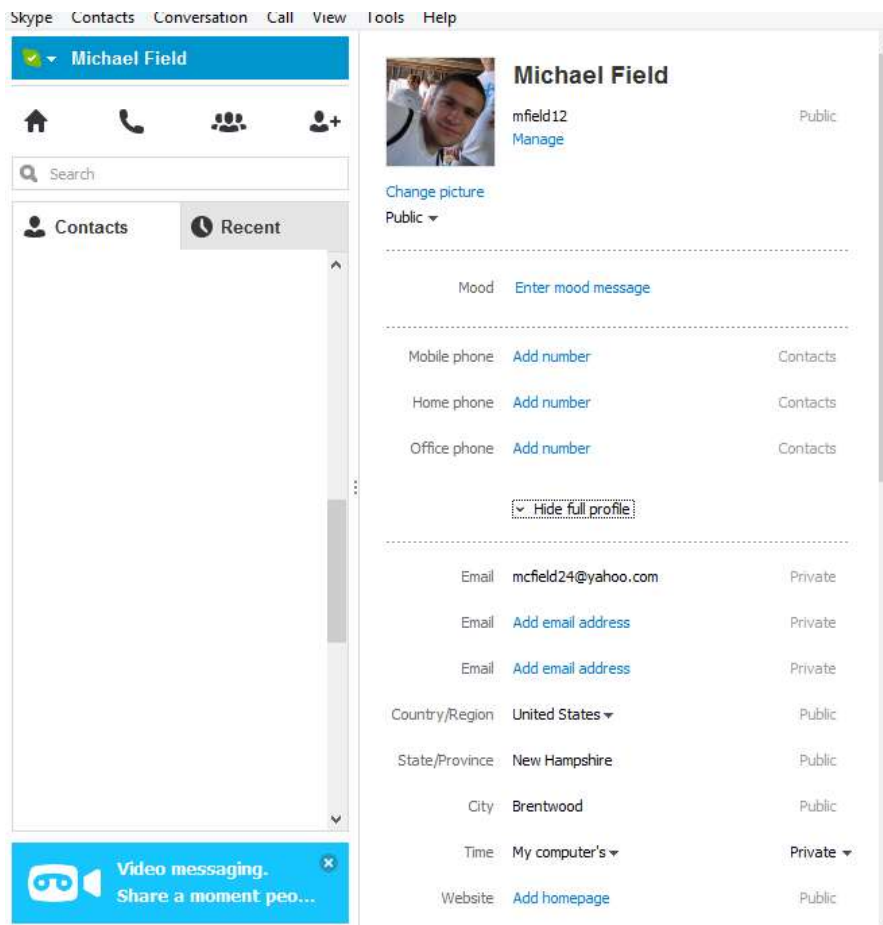
Note: anyone on Skype can see your profile information.

Birthday	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
Gender	<input type="text" value="Select"/>		
Country/Region*	<input type="text" value="United States"/>		
City	<input type="text"/>		
Language*	<input type="text" value="English"/>		
Mobile phone number	<input type="text"/>		
	<input type="text" value="United States"/>	+1	<input type="text"/>

Note: only your contacts can see your mobile number.

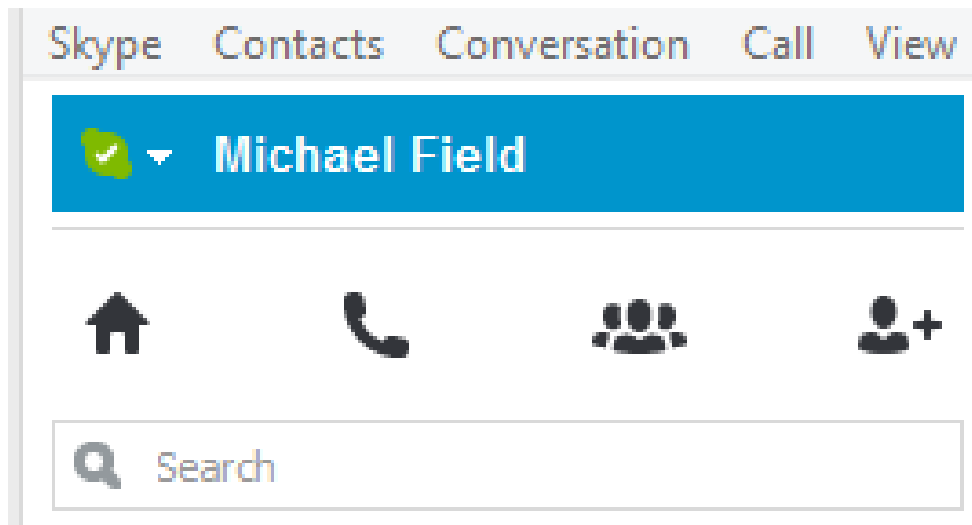
- **Add the necessary information to the different cells.**
- **When all information is added, click *I agree* and continue.**
- **Once your profile is complete, you can download Skype to your computer (if it is not already).**
- **To log in: enter email and password, click log in.**

Editing your Account



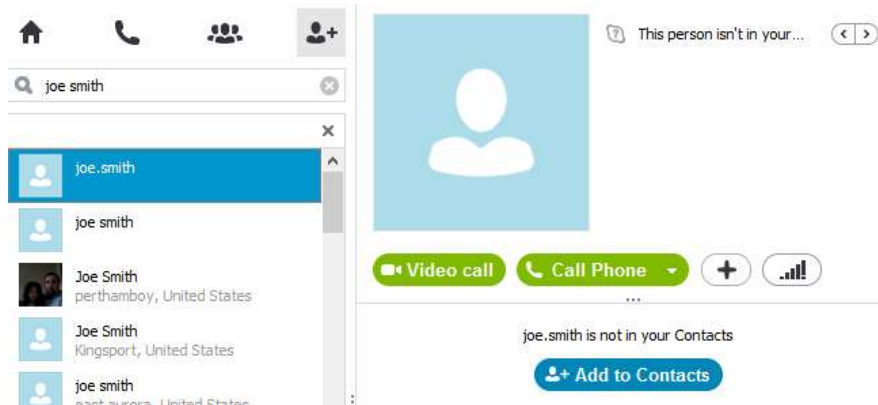
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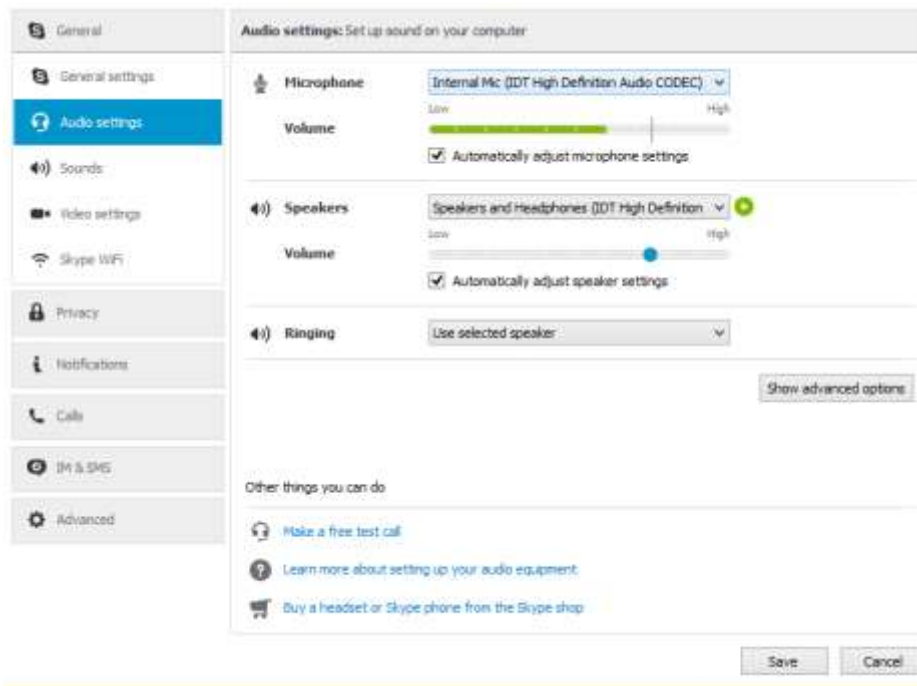
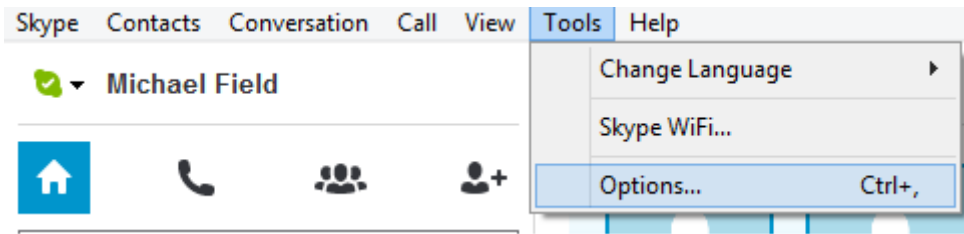
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External Microphone



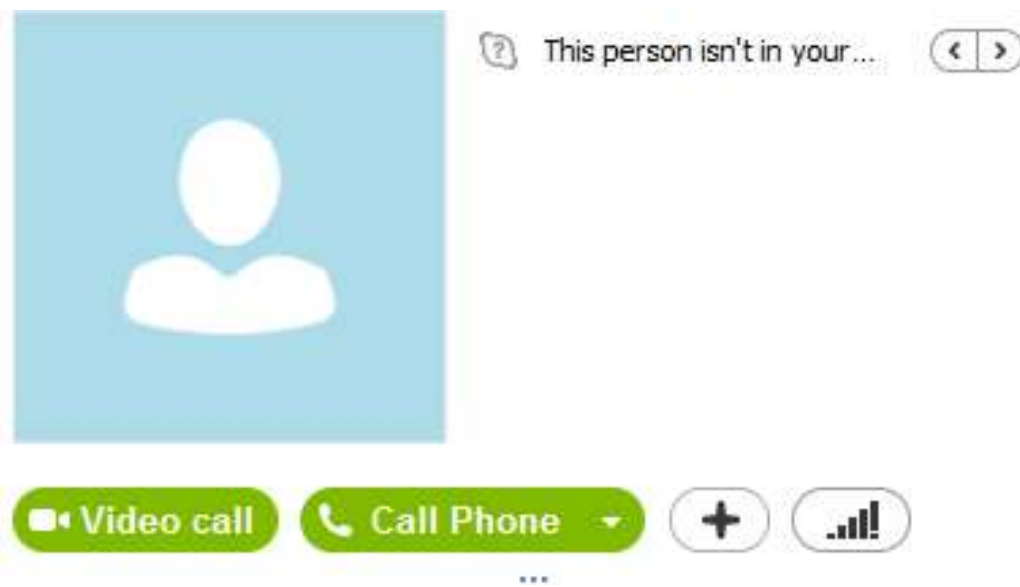
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External Camera



- **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



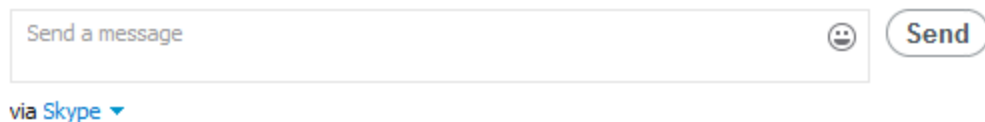
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Community Partnerships Center
at Roger Williams University